BY ORDER OF THE COMMANDER
AIR FORCE MATERIEL COMMAND

AFMC MANUAL 23-3

9 JANUARY 1998

Supply

CATALOGING AND STANDARDIZATION

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Supersedes AFMCM 72-2, 2 Nov 87 Pages: 198
Distribution: F

This manual sets up policies, procedures, and mission assignments pertinent to accomplishing materiel identification and standardization programs and projects. It applies to HQ Air Force Materiel Command (AFMC), the Air Force Cataloging and Standardization Center (CASC), and all Air Logistics Centers (ALC). Specific details of any conflict will be reported to HQ AFMC/LGIM, Wright Patterson AFB (WPAFB) OH 45433-5001. This publication does not apply to United States Air Force Reserve or Air National Guard units and members.

SUMMARY OF REVISIONS

Chapters have been updated to include data systems created to control and automate procedures, revamp processes for efficiency, and revise citations to forms, instructions, directives, etc., when those things have changed or become obsolete.

PART 1

INTRODUCTION AND GENERAL INFORMATION

Chapter 1

CATALOGING AND STANDARDIZATION MISSIONS

1.1. Missions. The cataloging and standardization missions are essential elements of the overall Air Force logistics system. While satisfying Air Force requirements, these missions are conducted in compliance with various congressional mandates and Department of Defense (DoD) manuals (e.g., DoD 4100.39-M, *Federal Logistics Information System (FLIS) Procedures Manual*, DoD 4120.3-M, *Defense Standardization Program Policies and Procedures*, etc.) aimed at providing for and operating an efficient military supply system.

1.2. Cataloging. Air Force cataloging operations are conducted within the framework of the Federal Catalog Program (FCP). Under this program, Air Force, together with the other military services and civilian agencies of the United States (US) Government, is required to maintain and use a single uniform cataloging system. For the DoD, the Defense Logistics Agency (DLA) is the administrator of the FCP and ensures required participation. The Defense Logistics Services Center (DLSC) is the central operating point for the FCP. DLSC is responsible for FCP publications and for the processing of item identifications with the related management data. This includes assignment of all US national stock numbers (NSN) and maintenance of a complete central cataloging file (data bank). This file is identified as the FLIS and is resident at Defense Supply Center, Columbus (DSCC)/Columbus, OH. FLIS is the computerized Federal Catalog System (FCS), which has identification and supply information on items repetitively procured by the federal government.

1.2.1. Cataloging Processes. The processes composed of those tasks resulting in the comprehensive logistics data record required to identify, requisition, ship, store, dispose, or make other logistics decisions related to an item of supply during its life cycle.

1.2.1.1. Item Name Assignment. The designation of a noun or noun phrase to an item of supply that answers the question, “What is it?” Based upon subsequently available technical data and ongoing tool development, an item name may be refined after stocklist action.

1.2.1.2. Federal Supply Class (FSC) Determination. The categorization of an item of supply, which establishes its relationship with other items, based on the assigned item name and/or characteristics. FSC determination, like item name assignment, may be revised after stocklist action based upon available technical data and ongoing tool development.

1.2.1.3. Federal Item Identification (FII) Preparation and Maintenance (Primary Inventory Control Activity {PICA} only). The recording of characteristics data (i.e., words, numbers, and/or codes) to describe the physical and functional attributes of an item of supply. Proper FII is contingent upon accurate item name assignment and FSC determination.

1.2.1.4. Item Entry Control (IEC). A process which scrutinizes and examines potential candidate items for inclusion in the FCP in order to determine if there is a previously existing item which can be used in its place. This process is accomplished by manually and mechanically comparing candidate items to previously existing items and recognized standards.

1.2.1.5. Technical Data Validation. The process by which the quality of technical data is confirmed for purposes of item name assignment, FSC determination, IEC, and FII.

1.2.1.6. Provisioning Support. Those actions taken to facilitate the best selection, procurement, and cataloging of items of supply required to sustain weapons systems and other government requirements (e.g., technical data validation, data calls, provisioning, guidance conferences, Logistics Support Analysis (LSA) conferences, etc.).

1.2.1.7. Data Entry and Maintenance. Those actions necessary to ensure complete, accurate, and current logistics data records (excluding item characteristics data) for an item of supply. Such actions are normally accomplished as a result of item manager (IM) requests, system incompatibility notices, technical data revisions, interchangeability and substitutability (I&S) decisions, and periodic record review. Defense Inactive Item Program (DIIP), DoD I&S, Item Reduction Study (IRS) decisions, major item maintenance, service catalog management data (CMD), logistics reassignments, etc., are representative of this function.

1.2.1.8. Cataloging Tools. The process of initiating and enhancing documents and procedures required to research, record, and organize logistics information. Tools include item names, definitions, and FSC structure, as well as Federal Item Identification Guides (FIIGs) and other publications. Tool development is directed by established principles, yet driven by technological advancements.

1.2.1.9. Item Management Coding (IMC). The process of determining whether items of supply qualify for management by the military services, rather than by DLA or General Services Administration (GSA), in accordance with (IAW), DoD 4140.26-M, *Defense Integrated Materiel Management Manual for Consumable Items*.

1.2.1.10. Supply Support Request (SSR) Processing. A request, by a service, to be made a user of a consumable/field repairable item, which is managed by another service or agency (S/A). Included in this process are the cataloging actions which record user interest, assign management data, and review/accept offered substitutes.

1.2.1.11. Data Dissemination. Various products and events which provide logistics information to customers at every level of the supply system. These include access to primary data systems; microfiche, hard copy and compact disk products based on those systems; telephonic information, and written communication transmitted by various means.

1.2.1.12. Cataloging Policy. General principles which govern the relationships of all cataloging elements/functions to each other as well as to other logistics disciplines. DoD policies further explain and tailor these guidelines based on special needs; e.g., combat mission requirements, environment, safety of flight/float, supply lines, etc.

1.2.1.13. Cataloging Procedures and Systems. Those rules and processes by which cataloging policies are implemented. These include written directives, manual methods, and automated information systems in various combinations.

1.3. Standardization. Air Force standardization operations are conducted primarily within the framework of the Defense Standardization Program (DSP). The main objectives are to achieve and maintain the highest practicable degree of standardization for items, material, practices, procedures, and terminology by preparing standardization documents. In addition to participating in the DSP, the Air Force standard-

ization mission entails the conduct of, and participation in, various other related programs and projects, including Price Challenge Programs, Standardization Program Plans, and Parts Control Programs.

Chapter 2

RESPONSIBILITIES

2.1. General. All Air Force activities are responsible for ensuring that the policies and procedures outlined herein are implemented and enforced.

2.2. Specific Areas of Responsibility.

2.2.1. Cataloging and Standardization Center/Financial Management Directorate (CASC/FM), will manage Air Force requirements pertaining to FSC publications.

2.2.2. Headquarters (HQ) United States Air Force (USAF)/LGS, Supply Fuels Plans and Policy Division, will serve as the Air Staff channel for the FCP and interchangeablity and substitutablity (I&S) issues when there is interaction between HQ AFMC and the Secretary of the Air Force or Secretary of Defense offices.

2.2.3. HQ AFMC/LGIM, Item Management Division, Provisioning and Cataloging Branch, will develop policies for the cataloging and standardization mission and provide staff direction and surveillance by:

2.2.3.1. Performing the Air Staff function of implementing and monitoring compliance with FCP policies and principles established by the Office of the Assistant Secretary of Defense (OASD)/ Acquisition and Logistics (A&L) and public law.

2.2.3.2. Providing, approving, circulating, and ensuring Air Force compliance with policies, plans, rules, and procedures governing all elements of the FCP and requirements within the Air Force.

2.2.3.3. Preparing, reviewing, and coordinating budgets, funds, manpower and personnel requirements, resources, and related matters pertaining to participation in the FCP.

2.2.3.4. Requiring task group members to develop and issue DoD policies on FCP matters, as requested by OASD A&L and the Director, DLA.

2.2.3.5. Advising and assisting OASD A&L and the DLA Director on all elements of the FCP and on development and implementation of related systems and programs such as FLIS and international cataloging procedures related to the Security Assistance Program (SAP).

2.2.3.6. Providing the principal point of Air Force contact for FCP matters and performing coordination functions essential for representing Air Force mission requirements and supporting the Director, DLA, in development of policy, rules, regulations, procedures, and schedules required to effectively implement, operate, and maintain the FCP. This includes activities and agreements relating to FCP requirements that involve other DoD or federal agencies, friendly foreign countries, and organizations that are active participants in the FCP.

2.2.3.7. Developing programs, plans, and schedules for the use, by other logistics functions, of catalog data developed in the FCP.

2.2.3.8. Ensuring Air Force personnel, engaged in supply functions, are indoctrinated with a comprehensive understanding of the FCP, including its policies and objectives.

2.2.3.9. Retaining records and statistics necessary to ensure HQ USAF and HQ AFMC staffs are kept apprised on the status of Air Force participation in FCP.

2.2.3.10. Participating fully in the establishment and implementation of FCP programs designed to improve operational efficiency, data collection capabilities, and the utilization of FCP. This ensures compliance with DoD directed improvement programs.

2.2.3.11. Determining Air Force need to supplement the FCP.

2.2.3.12. Directing and facilitating maximum use of automatic data processing (ADP) capability to support Air Force participation in, interface with, and supplementation of the FCP.

2.2.3.12.1. Develop and maintain operational programs, systems and procedures with related standards, specifications and technical documentation to be implemented and used by AFMC and other Air Force activities in materiel identification, logistics, and supply management data processes and services.

2.2.3.13. Providing IEC guidance for the Air Force.

2.2.3.14. Developing item relationship techniques.

2.2.3.15. Serving as primary focal point for DoD I&S programs and policies and other related DoD and Air Force standardization programs assigned by HQ AFMC.

2.2.4. HQ AFMC/SC, Directorate of Communications and Information and Materiel Systems Group (MSG), will develop and maintain data automation and telecommunication support for Air Force participation in, interface with, and supplementation of the FCP and standardization programs.

2.3. Cataloging and Standardization Activities-General. Most Air Force cataloging and standardization is accomplished by CASC in Battle Creek MI. Other activities performing mission unique cataloging and standardization functions are listed in table 2.1.

Table 2.1. Mission Unique Cataloging and Standardization Functions.

Cataloging/Standardization Code	SoS	Activity Name and Address	FSG/FSC
ST/45	F92	Air Force Clothing and Textile Office AFC&TO/HSC/YAGS 2800 South 20th Street Philadelphia PA 19145-5099	FSG 83 & 84 (except FSC 8475) FSCs 9420, 9430 and 7210
SC/79	FPK	Directorate of Nuclear Weapons Management SA-ALC/NWLL 413 N. Luke Dr., Bldg 1420, Suite 1 Kelly AFB TX 78241-5314	FSG 11 and all FSCs with MMAC CM
SR/35	F97	Air Force Services Agency AFSVA/SVPCO 10100 Reunion Place, Suite 402 San Antonio TX 78216-4138	FSG 89

TT/03	F04	Air Force Medical Logistics Office AFMLO/FOC-T 1423 Sultan St. Fort Detrick MD 21702-5006	FSG 65

NOTE:

Cataloging and standardization actions for Activities SJ, Cryptologic Support Group, and SP, Directorate of Aerospace Fuels Management, are performed by CASC, Activity Codes TU/99.

2.3.1. All cataloging and standardization activities share the following responsibilities.

2.3.1.1. Respond to requests from Air Force bases, ALC-System Program Managers (SPM) and Item Managers (IM), Air Force contractors, and other services and agencies (S/A). Requests may be for actions such as national stock number (NSN) assignment, user registration, decisions on relationships between NSNs, or other pertinent aspects of cataloging, standardization, or I&S. All requests will be handled in a timely, effective, and thorough manner. Specifically, the following are included:

2.3.1.1.1. Research all part number requests to determine if NSNs are available.

2.3.1.1.2. Prescreen all base level requests for new items, adoptions, and reactivations before passing to the appropriate SPM or IM activity.

2.3.1.1.3. Review all items for correct item name and FSC assignment.

2.3.1.2. Suspend and control all requests assigned to them for action. CASC does this by means of the suspense and control system (SACS)-D036 or D143C. Other activities use local procedures which are practical and effective.

2.3.1.3. Keep initiators informed of status, location, completion, and other information pertaining to their requests. CASC ordinarily uses SACS or D143C for this purpose while other activities use local means.

2.3.1.4. Ensure all known reference numbers are recorded in the catalog with their proper relationship to NSNs identified.

2.3.1.5. Ensure catalog management data (CMD) is current, accurate, and compatible in the FCP and Air Force data systems.

2.3.2. CASC, in addition to the responsibilities assigned all Air Force cataloging and standardization activities, is responsible for the following:

2.3.2.1. FCP management operations and services which implement or support Air Force and federal cataloging, FLIS materiel identification/codification and logistics management data, and DoD I&S programs, policies, and procedures.

2.3.2.2. Development and implementation of AFMC level policy procedures related to Air Force participation in the FCP and DoD standardization programs.

2.3.2.3. Functions are listed in table 2.2.

Table 2.2. CASC Specific Responsibilities.

®AFMCMAN 23-3 Office of Primary Responsibility (OPR).
®Air Force Focal Point for FLIS.
®Base Interrogations (XR) Query (XXX System) OPR for Air Force.
®CMD Procedures OPR.
®Cataloging Hazardous Materials OPR.
®Custodian and Final Quality Control of ALC Prepared Standardization Documents.
®D036 System OPR.
®D043, D043A, and D043B Systems Functional OPR for Air Force.
®D046 System Functional OPR for Air Force.
®D071 System Functional OPR for Air Force.
®D086 System OPR.
®D143C System Functional OPR for Air Force.
®D155 System Functional OPR for Air Force.
®Defense Standardization Program (DSP) OPR.
®Estimated Price Challenge Program (EPCP) OPR.
®Extract Data Retrieval OPR for the Air Force.
®Federal Cataloging Committee (FCC) Voting Member for Air Force.
®Foreign Military Sales (FMS) Procedures OPR.
®Government/Industry Reference Data Edit and Review (GIRDER) Program OPR for AFMC.
®I&S Decision Record (ISDR) OPR.
®International Standardization (NATO).
®Item Entry Control (IEC) Review.
®Item Name/FSC/Federal Item Identification Guide (FIIG) Policy and Procedures OPR for Air Force.
®Item Reduction Studies (IRS).
®Lead Standardization Activity (LSA) (See Standardization Directory (SD)-1 for specific FSC).
®Major Organizational Entity (MOE) Rule OPR.
®NATO Cataloging Procedures OPR.
®Noncataloged (NC)/Nondefinitive (ND)/Kit (K) Number Procedures.
®Part Number Requisition (PNR) Review Procedures.
®Preparing Activity for MIL-HDBK-300 and MIL-STD-864.
®Reference Number Procedures OPR.
®Request for Cataloging Data/Action Procedures OPR.

2.3.3. ALC item management/system management organizations are responsible for performing logistics support services and item management functions for specific items, FSCs, subsystems, equipment, assemblies, and components as assigned by HQ AFMC. Their responsibilities require that the ALCs:

2.3.3.1. Determine, select, approve, and validate items of supply requiring federal identification action such as NSN assignment, revision, reactivation, termination, or recording of user interest.

2.3.3.2. Establish documentation during source maintenance recoverability (SMR) coding, item management coding, Materiel Management Aggregation Code (MMAC) coding, acquisition method coding, and acquisition actions that provide required supply management data and status

to be included in the FCP and Air Force materiel identification records. This also includes identification of hazardous materials and precious metals.

2.3.3.3. Establish, compile, and forward item identification and logistics management data to the appropriate cataloging activity (usually CASC) for new Air Force managed and used, or potentially used, items of supply; maintain the accuracy of this data after establishment; and initiate these actions through Requests for Cataloging Data/Action. The requester will provide all mandatory information to the applicable cataloging and standardization activity.

2.3.3.4. Furnish proposed logistics management data changes that apply to integrated and nonintegrated managed items used by the Air Force and provide coordination and information that apply to item logistics management transfers.

2.3.3.5. Process Requests for Cataloging Data/Action, initiated by Air Force bases, in a timely, thorough, and efficient manner. Keep initiators informed concerning status, location, and completion.

2.3.3.6. Provide focal points through which cataloging and standardization actions flow. This pertains to ALC, base, and cataloging activity initiated actions.

2.3.4. Logistics responsibilities of major commands (LG), which include materiel management (supply), inventory control, and item identification, are:

2.3.4.1. Develop or modify plans and schedules for updating records and use of logistics and supply management data established in the FCP as applied to their logistics functions.

2.3.4.2. Comply with policies, plans, rules, and procedures for application of supply and item related logistics data as established and maintained in the FCP for DoD and Air Force use.

2.3.5. Standard Systems Group (SSG) provides ADP to support Air Force base FCP interactive functions including submittal of change requests, receipt of materiel identification, logistics management, and I&S data.

2.3.6. Air Force bases prepare and submit Requests for Cataloging Data/Action for:

2.3.6.1. Items which qualify for inclusion in the FCP and research failed to detect the items had active Air Force used NSNs in AFMC logistics data systems.

2.3.6.2. NSNs whose data requires change or is being questioned. Bases will ensure all mandatory data provided on the requests is legible and complete. Elements of data, such as manufacturer's name and part number, quantitative data, application data, table of allowance number, descriptive and technical data, and item name are essential to obtain NSNs (and perform many other cataloging functions).

PART 2

FEDERAL CATALOGING PROGRAM (FCP)

Chapter 3

BASIC PRINCIPLES, METHODS, AND TOOLS

3.1. Introduction. The FCP was established in 1952 by Public Law 436 (Title 10, US Code, Chapter 145) to provide complete, accurate, and current item of supply information to support DoD operational readiness.

3.1.1. The FCP provides a means to:

3.1.1.1. Provide a uniform system of item identification.

3.1.1.2. Improve the operational effectiveness of DoD components.

3.1.1.3. Provide a means for monitoring the minimum number of items essential to support military operations.

3.1.1.4. Assemble and maintain a central catalog file.

3.1.1.5. Prevent duplication of items of supply.

3.1.1.6. Support standardization.

3.1.1.7. Record I&S decisions.

3.1.1.8. Furnish supply catalog publications to logistics users.

3.1.1.9. Promote optimum interchange of FCP data.

3.1.1.10. Assist in assuring the highest practical level of systems capability, interface, and integration.

3.1.2. The FCP has expanded, from the basic function of establishing item identification, to include other logistics data which support the disciplines of supply management, FSC, and DoD logistics management. The Air Force is a full participant in the FCP and subscribes to its principles and concepts. This chapter provides information on the applicable FCP principles and concepts, the data system that supports the FCP, and the availability of FCP information.

3.2. Basic Principles.

3.2.1. Federal Item Identification (FII). Under the FCP, the concept of each item of supply is described by an item identification (II). The FII is made up of data sufficient to establish the essential characteristics of the item, which gives it its unique character, makes it what it is, and differentiates it from every other item of supply used by the federal government.

3.2.2. Principles of Item Identification. Each FII is applicable to one, and only one, item of supply. Each item of supply is applicable to one, and only one, FII.

3.2.3. Item of Production and Item of Supply. An item of production consists of one or more pieces or objects produced by a manufacturer, which must conform to the same engineering drawing or specification. The item of production is assigned a part number by the manufacturer and is sold by the

manufacturer. On the other hand, the item of supply is purchased by the government, cataloged by the government, assigned an NSN by the government and supplied to government users. An item of supply may be: (1) a single item of production; (2) two or more items of production that are identical in terms of form, fit, and function; (3) a more precise quality-controlled item than a normal item of production; or (4) a modification of a normal item of production. The FCP is based upon an item of supply concept which is government controlled as opposed to an item of production concept which is manufacturer controlled.

3.3. Products. The FCP produces certain end products used by the organizations and agencies engaged in supply and related activities. These products are tools which are used in the final analysis and determination of usable and uniform catalog data.

3.3.1. Products of the FCP are:

3.3.1.1. Federal Item Identification Guides (FIIG) for supply cataloging.

3.3.1.2. Defense Reutilization and Marketing Service (DRMS) Demilitarization (DEMIL) Reference.

3.3.1.3. Freight Classification Data File.

3.3.1.4. Federal Logistics Data on Compact Disk (FEDLOG). Designed to replace major microfiche publications (i.e., Master Cross Reference List (MCRL), Management Data List-Consolidated (ML-C), DoD I&S, Federal Item Logistics Data Record (FILDR).

3.3.1.5. Commercial and Government Entity {CAGE} Code, Cataloging Handbooks H4/H8.

3.3.1.6. *Federal Supply Classification, Groups and Classes*, Cataloging Handbook H2-1.

3.3.1.7. *Federal Item Name Directory,* Cataloging Handbook H-6.

3.3.1.8. FLIS on-line management statistics.

3.4. Distribution of Catalog Data. Submitting activities are notified of NSN assignment according to the FLIS Procedures Manual, DoD 4100.39-M and Air Force data systems. Distribution of cataloging handbooks, manuals, and directives is accomplished according to Air Force Instruction (AFI) 37-161, *Distribution Management,* and United States Air Force (USAF) S-2A-1 Index, USAF and DoD federal supply catalogs and related cataloging publications.

3.5. FSC System.

3.5.1. The FSC System is sufficiently comprehensive in scope to permit the classification of all items of personal property. In order to accomplish this, groups and classes have been established for the universe of commodities, with emphasis on the items known to be in the supply system of the federal government. This classification system, with its present structure of groups and classes, represents those groupings and relationships which are based on current, as well as anticipated future, management needs. The FSC structure of groups and classes is defined in the Cataloging Handbooks H2-1 (Groups and Classes), H2-2 (Numeric Index), and H6 (Federal Item Name Directory). The H6 includes Approved Item Names (AIN), colloquial names, FSCs, condition codes, FIIGs, and definitions.

3.5.2. All requests for cataloging actions involving classification or II changes, generated within an ALC, are routed through the ALC/Provisioning Support Office (PSO)/CATM (Residual Cataloger), for validation of technical content, prior to forwarding to the Cataloging and Standardization Center (CASC), Battle Creek MI. for processing. All requests processed by CASC are returned to the initiating ALC/PSO/CATM for internal control and processing. Refer to chapter 2, paragraph 2.2, of this manual, for exclusions of other FSCs and Materiel Management Aggregation Codes (MMAC).

3.6. Utilization. Data established in the FCP is intended to cover the full range of supply functions and related activities. Some functions use a relatively small portion of the data supplied; others require additional detailed information for their specialized needs. Under Public Law 436, it is mandatory for all military departments and government organizations, engaged in logistics functions, to use the nomenclature, NSNs, and descriptive data resulting from the FCP.

3.7. Items Included in the FCP.

3.7.1. All items of personal property that meet one or more of the following criteria are named, identified, classified, and assigned NSNs:

3.7.1.1. Items of such logistic significance as warrants their inclusion in FB (Base Supply) stock record accounts when repetitive procurement occurs or when stocking, storing, and issuing of items are necessary.

3.7.1.2. Items of such logistic significance as warrants their inclusion in FE (Base Equipment Management System) stock record accounts. (See note.)

3.7.1.3. Items included or to be included in allowance documents. (See note.)

3.7.1.4. Items of War Reserve Materiel (WRM).

3.7.1.5. Items that are procured when the procurement history indicates a second or subsequent procurement of a specific item, without regard to the method of procurement; that is, centrally procured/local purchased (CP/LP).

3.7.1.6. Items that are procured for stock, storage, and distribution regardless of whether stocked, stored, and issued from a single central point or irregularly stocked by one or more individual bases to meet local requirements.

3.7.1.7. Nonstandard (no known DoD use) items which are provided, or are anticipated to be provided, on a recurring basis for support of Foreign Military Sales (FMS) customers, North Atlantic Treaty Organization (NATO) agreements, or other government bilateral agreements. ***NOTE:*** Refer to paragraph 3.8, for provisions of one-time buys and their exclusions.

3.7.2. Examples of types of items to be included in the FCP are:

3.7.2.1. Piezoelectric crystals (FSC 5955).

3.7.2.2. Field manufactured and depot manufactured items.

3.7.2.3. Items repetitively procured or placed in stock to support real property installed equipment.

3.7.2.4. Maintenance and overhaul items which meet either of the following criteria:

3.7.2.4.1. Items repeatedly procured, stored, distributed, issued, or used in the Air Force system. This includes items for which 2 or more demands/requisitions are recorded within a 180 day period. These are the items for which the Air Force requires systematic or central IM reporting or stock control.

3.7.2.4.2. Items other than those covered in paragraph 3.7.2.4.1, when determined, by the assigned IM or other responsible authority, that FII data is of value to one or more logistics operations.

3.7.2.5. Offshore CP nonexpendable items used as suitable substitutes for allowance/authorized type items are cataloged. Those items meeting the criteria for cataloging are submitted, through D143C or hard copy, as applicable, to the FSC or MMAC System IM using the Request for Cataloging Data/Action. A complete description, including manufacturer's identifying data, must be furnished.

3.7.2.6. All items authorized in 38 Engineering Installation Wing (EIW) EDSP 1-97-1, *Engineering Data Supply Product*. These items have been approved by HQ EIW as standard recurring items required to support communications-computer systems installations. Requests for stock numbering action will be submitted to the Federal Class Manager by HQ EIW referencing the applicable EIW catalog number and will include descriptive technical data for the item concerned.

3.8. Items Excluded From the FCP.

3.8.1. Items in the following categories are excluded from the FCP:

3.8.1.1. Items procured on a one-time basis for immediate use in research and development, experimentation, construction, installation, or maintenance.

3.8.1.2. Items furnished by contractors in fulfillment of service contracts, which may provide for overhaul and repair of specified equipment, providing such items are consumed in the overhaul cycle and do not enter the logistics system.

3.8.1.3. Printed forms, publications, charts, decals, identification plates, and other similar items, which are subject to central administrative or numbering controls within a bureau, service, or command.

3.8.1.4. Primary capital end items of nonexpendable type, such as ships and aircraft.

3.8.1.5. Expendable type items obtained through overseas procurement, intended solely for overseas use and not subject to centralized management controls and reporting.

3.8.1.6. Local purchase (LP) supplies and material, which are special purpose in nature, such as typewriters, office machines, washers, dryers, refrigerators, etc.

3.8.1.7. Items manufactured locally for use solely by the manufacturing activity.

3.8.1.8. Real property installed equipment as defined in detail in AFI 32-9005, *Real Property Accountability and Reporting*. Items procured with nonappropriated funds, such as equipment and/or supplies for officers clubs, etc.

3.8.1.9. Medical items which are:

3.8.1.9.1. Without an investigational new drug approval or new drug application when such is required and enforced by the Food and Drug Administration (FDA).

3.8.1.9.2. Unique to a single patient or requiring special fitting such as orthopedic appliances.

3.8.1.9.3. Animal blood products such as sheep cells.

3.8.1.10. Subsistence items supplied to the commissary resale system.

3.8.1.11. Items having sole application as Industrial Plant Equipment (IPE) will be assigned an NSN in Federal Supply Group (FSG) 34. This NSN will be the single identifier as IPE.

3.8.2. Examples of items excluded from the FCP are:

3.8.2.1. Items such as microfilm, drawings, printed matter, etc. (FSG 76).

3.8.2.2. Items of a temporary nature, designed and fabricated for use on a specific work order, provided the item doesn't warrant inclusion in FB and FE stock record accounts.

3.8.2.3. Items immediately used in research and development, experimentation, construction, installation, or maintenance., which are field or depot manufactured.

3.8.2.4. Base produced expendable items, procured for immediate use, which are one-time requirements not expected to recur again within 180 days.

3.8.2.5. Spare parts for commercially procured vehicles unless determined by the assigned IM that the part is required to support a number of end items and/or locations of sufficient magnitude to make central procurement more cost effective.

3.9. Methods of II. There are two basic methods of identifying items of supply as authorized by the Department of Defense (DoD) 4100.39-M, *Federal Logistics Information System Manual*, and DoD 4100.39-M. One is based upon the availability of descriptive characteristics and the other is based upon identification through reference (part) numbers. A discussion of each method follows:

3.9.1. Descriptive Method. The descriptive method of II requires the use of an AIN and FIIG. Each AIN that is used in the descriptive method is referenced to a specific FIIG which contains a series of requirements pertaining to the technical characteristics of the item of supply covered by the AIN. Illustrations and drawings are also employed in the descriptive method of II to represent pictorial characteristics that cannot be described accurately in words. Replies to FIIG requirements result in a statement of the requirement and a reply, in a prescribed sequence, of the characteristics of the item of supply, forming the FII.

3.9.1.1. Item characteristics data are placed in machine sensible language so rapid editing and retrieval of the data can be achieved. The coding system applied to descriptive data is the Military Standard Item Characteristics Coding Structure (MILSTICCS). MILSTICCS codes appear in FIIGs for mechanization of characteristics data.

3.9.1.2. FIIs having the same item name, and prepared according to the same FIIG, are manually or mechanically compared to determine the identity of items, eliminate duplicate FIIs, differentiate between similar items and keep unique items unique. To illustrate this explanation, assume that an FII is required for a lock washer where an AIN is WASHER, LOCK. Without the use of a FIIG, having characteristics requirements in a predetermined and logical sequence, technical descriptions by various activities having the same lock washer would not be comparable. The FIIG is a uniform cataloging tool used to describe items in a standard manner and sequence, and secure consistent wording of characteristics data.

3.9.2. Reference Method. The reference method of II is an indirect process of identifying items of supply, not through words, but by reference to the item identifying numbers and the supporting technical data of one or more manufacturers. The reference method is used primarily for parts-peculiar proprietary items, special application items, or other items which cannot economically be identified by the descriptive method. Aircraft structural parts, engine parts, and technical repair parts are examples. Many of these items are designed for a single application and often are proprietary to a single manufacturer. The reference method of II is based upon reference to, and supported by, the manufacturer's data, which includes the name of manufacturer, the address (coded), and identifying numbers for the item being identified. The manufacturer's number, for the item, is supported by the blueprints, standards, specifications, and methods of manufacture and is considered to be the most authoritative identification available.

3.10. Types of II. A complete FII is based upon thorough research of appropriate technical data and specific knowledge of the operation and application of each procurement or use. Based on this research and knowledge, the responsible cataloging activity will determine the item of supply concept and select the specific type of II which provides the kinds of identification data necessary for parts reliability, equipment performance, materiel management, and ensure the required protection for military support programs. To provide the required degree of identification, the FCP has produced seven types of IIs under the two basic methods of identification.

3.10.1. Type 1. Item of supply representing a single or multiple items of production, fully described by words or numerals, where the manufacturer and part number are not required as an integral part of the FII. Type 1 IIs require the use of AINs, FIIGs, and reference drawings or specifications, which stipulate the type and sequence of descriptive data required for the item. For example, a bolt is usually described by words or numerals and manufactured by several companies. In this case, manufacturer's name and number is not essential to the II. However, under a Type 1 II, the manufacturer's data are retained as supplementary information for the item.

3.10.2. Type 1A. Item of supply representing a single specific item of production, able to be fully described by words and numerals, but requiring the manufacturer and part number for a fully described FII. Usually this is a specified item made by a single manufacturer, which is the only item that will serve the specific needs of the supply systems. This type of II also requires the use of an AIN and FIIG, to specify the type and sequence of the item characteristics. Complete end items are describable under this type of II for maintenance purposes, even though they are interchangeable as units but have different internal components. If spare parts support is maintained for these units and all the internal parts are not completely interchangeable, the II for each unit must contain the manufacturer's data and each unit is assigned a different NSN. This type of II is also used to describe items where a specific application, or performance requirement, dictates the use of a single manufacturer's item of production.

3.10.3. Type 1B. Item of supply representing a single specified item of production, able to be fully described by words and numerals, and where the manufacturer's part number is a necessary element to the FII. In this case, the manufacturer's part number is not single item identifying, but requires additional data along with the part number in order to describe a specific item. This type of II also requires the use of an AIN and FIIG. An example of this type would be a chain hoist, where the manufacturer's number covers a specific type of hoist, but, in addition to the part number, the procuring activity must indicate a specific horsepower and voltage rating of the hoist described. This type of identification is also used where an item is more specific than the normal production run of the manu-

facturer and additional descriptive data must be supplied in addition to the part number for a normal item of production.

3.10.4. Type 2. Item of supply representing single or multiple items of production not able to be described by words and where the manufacturer's reference number, supported by technical data, is the most satisfactory means of identification. However, it should be noted, this is the least desirable type of II since it provides no descriptive data. IIs of this type should be upgraded to one of the other types as soon as additional manufacturer's data can be obtained.

3.10.5. Type 4. Reflects a partial description under the Type 1 concept in that the item is not restricted to a single item of production.

3.10.6. Type 4A. Reflects a partial description under the Type 1A concept in that the item is restricted to a single item of production.

3.10.7. Type 4B. Reflects a partial description under the Type 1B concept in that the item is a single item of production but the manufacturer's number assigned is not completely identifying. ***NOTE:*** A type 4, 4A, or 4B II is used when a FIIG is available, but all the Master Requirement Codes (MRC) cannot be answered due to lack of technical data or existing technical data which is not available at the time the item is being cataloged, or when FIIG A239 is being used. The minimum description requirements for Type 4, 4A, and 4B item descriptions are the Master Requirement Code (MRC) - "NAME" and one additional MRC. The maximum description requirements are one (1) MRC less than required to make a fully described item (Type 1, 1A or 1B).

3.11. Guidelines For Interpretation of Engineering Drawings and Other Source Documents.

3.11.1. The following guidelines apply to the interpretation of engineering drawings or other source documents representing equipment, technical parts, and assemblies, which are items of production. They represent conditions under which a technician could make assumptions or decisions that should be made only with a thorough knowledge of the design and manufacturing conditions involved. In preparing FIIs, it must be assumed that all data cited in engineering drawings or other source documents are essential and correct. Decisions must be made as to which Type II to use, 1, 1A, 4, or 4A.

3.11.1.1. In no instance is it justified to assume or decide that characteristics spelled out on a drawing or other source document are incorrect or nonessential to the identification of the item, unless there is written evidence from the design activity or qualified government technical or engineering source to support such assumptions. For example: If a drawing specified cadmium plate to be applied according to a specific specification and with definite limits of thickness, it cannot be assumed that the mere reply "cadmium plated" will adequately cover this characteristic. This condition would normally be a reason to select a Type 1A II.

3.11.1.2. Where a contractor's specification is cited on drawings or other source documents, it is not justified to decide that such a specification is or is not identical to a government or industry association specification, unless so noted on the contractor's specification. If the FIIG does not provide for citing the specific contractor's specification or this specification is not available, this would be reason to use the Type 1A II.

3.11.1.3. The citation of specific test or inspection methods on a drawing or other source documents which cannot be cited properly in the same exact form in reply to an FIIG requirement would normally result in a Type 1A II.

3.11.1.4. The above considerations are of a technical nature. In addition to these technical considerations, there are supply considerations which may require the citation of the manufacturer's data (Type 1A). Examples: When functionally interchangeable end items each require maintenance support, but the individual component parts are not interchangeable, it becomes necessary to include the manufacturer's data on the FII. This provides different NSNs for the end items, and the supporting spare can then be readily related to the proper end item.

3.11.2. A Type 1B or 4B II can be prepared when the item of supply concept qualifies for preparing a Type 1A or 4A except that the manufacturer's number is not item identifying. Because such manufacturer's numbers represent two or more items of supply, the technical differentiating characteristics that distinguish similar items bearing the same number will be cited in reply to requirement MRC ZZZY (reference number differentiating characteristics).

3.11.3. A Type 2 II is used when the item of supply can be identified solely on the basis of the name of the item, the manufacturer, the manufacturer's identifying number, and it is not practicable to identify the item by descriptive method. This type of II is used when an AIN is not available and it is determined to be impracticable to develop new tools or revise existing tools to enable description of the item. Type 2 items may be applicable to narrow or broad concepts of the item of supply in the same manner as descriptive IIs, except that the concept is expressed by the reference numbers. Special care must be exercised in determining the item of supply concept for Type 2 items. Since the item of supply concept is fixed by the reference number, the entire "block" or "package" of reference numbers must be considered when determining the item of supply concept. The fundamental difference between descriptive method items and reference method items is the fact that the descriptive method item has an AIN and FIIG, whereas the reference method item does not. This does not imply relationship between range of the item of supply concept and the method used in describing the item of supply. Type 2 items may be applicable to a very broad concept in the same manner as a Type 1 item except that the concept is expressed by the reference number package rather than a word description. In the same manner, a Type 2 item may represent a single item of production for which no AIN exists. This condition is expressed by limiting the reference numbers to design control number only in the same manner as the manufacturer's identifying data controls the NSN assignment on a Type 1A item. ***NOTE:*** A Type 2 II may also be used when there is no technical data or supplementary technical data provided, which implies that one additional MRC to the "NAME" MRC cannot be answered.

3.11.4. The above explains the possibility of having multiple Type 2 National Item Identification Numbers (NIIN), all of which contain a common manufacturer's code and part number as a reference number. While procedures are provided to enable such relationships to be proper and valid, it is in the best interest of all activities concerned to hold this condition to an absolute minimum. Technical substantiation of the item of supply concept is required to support the assignment of a new NIIN to a part number that is included in a reference number package of an established Type 2 NIIN.

3.11.5. Existing commercial engineering drawings and other source documents will be used to develop FIIs for support items for Commercial-Off-The-Shelf (COTS) systems or equipment. The type of II developed will be based on the technical merits of data provided (i.e., complete description: Type 1; partial description: Type 4; no description: Type 2). It must be recognized that the same level of descriptive data will not always exist for commercially developed data as exists for military developed items. Vendors are only required to provide the same data as being supplied to the private sector.

3.12. Applicable Tools, Manuals, and Handbooks.

3.12.1. The basic tools for the preparation of FIIs are AINs and related FIIG documents. However, the entire range of applicable cataloging manuals and handbooks are considered as tools in support of the AIN and FIIG documents.

3.12.2. AIN. The name selected as the official designation for an item of supply, and delimited where necessary, to establish a basic concept of the item or group of related items of supply to which it is compared.

3.12.3. FIIG. An FIIG is developed to ensure the FIIs for all items of supply having the same item name contains specific variations of the same generic characteristics listed in the same sequence, thereby making these descriptive identifications comparable for the elimination of duplicates and adequate for use in supply management. (See paragraph 3.9.1.)

3.12.4. Manuals and Handbooks. DoD cataloging manuals contain the guidelines and rules for departments and agencies participating in the FCP. Cataloging handbooks provide supplemental data for cataloging, which are an integral part of each FII.

3.12.4.1. The DoD manuals and handbooks, required to effectively perform cataloging functions, are:

3.12.4.1.1. DoD 4100.39-M.

3.12.4.1.2. Cataloging Handbook H-2.

3.12.4.1.3. Cataloging Handbook H-4/H-8.

3.12.4.1.4. Cataloging Handbook H-6.

3.12.4.1.5. Federal Logisticst Data on Compact Disc (FED LOG).

3.12.4.1.6. H-Series (H2, H3, H4/H8, H5, H6) CD-ROM.

3.12.4.1.7. DoD Medical Catalog (Med Cat X).

3.13. Development of Basic Cataloging Tools.

3.13.1. The cataloging activities referred to in chapter 2, paragraph 2 of this manual, will determine the need for new tools, such as a new AIN, colloquial name, definition, FIIG, or reference drawing when:

3.13.1.1. The development of new tools establishes an understandable language or terminology used in the supply, management, requirements, procurement, production, distribution, redistribution, maintenance, and disposition of material.

3.13.1.2. The final results are an aid in the reduction (through the elimination of duplicate FIIs) of the number of items procured, stored, or issued.

3.13.1.3. The tools aid in establishing I&S between items of supply.

3.13.1.4. The tools are used as a basis for cross-servicing.

3.13.1.5. The tools are required to establish the identity of an item of supply and differentiate it from every other item of supply.

3.13.1.6. The tools are required for physical identification by comparison of the characteristics of the item with the characteristics of the item of supply delineated by the FII, thus permitting selec-

tion of the best item for intended use, assignment of proper FSC, and selection of groups of items for which standardization may be practicable.

3.13.1.7. The tools are required as a basic source of catalog data in preparing any document or publication distributing catalog data.

3.13.2. It is recognized that cataloging activities are not the only functions with a vested interest in maintaining the cataloging tools current, correct, and complete; therefore, other functions within the AFMC community are encouraged to submit new and revision proposals on item names, FIIGs, reference drawings, etc., according to the procedures in paragraph 3.14.

3.14. Procedures.

3.14.1. CASC/PCA (Program Control and Policy Division, Acquisition Branch) is the Office of Primary Responsibility (OPR) for processing and reviewing all Air Force initiated DD Forms 180, **Item Name Collaboration Action Requests**, and other military service/agency (S/A) initiated DD Forms 180 received from the DLSC for coordination.

3.14.2. Initiating activities will submit a letter requesting the establishment or revision of cataloging tools to the CASC/PCA Program Manager. Supporting data, such as drawings, specifications, manufacturer's catalogs, etc., will be attached to the letter to assist in the revision or development of the cataloging tools. The letter will specify whether the request is required for identifying new items of supply or for the revision of existing FIIs and provide justification for the proposal.

3.14.2.1. DD Forms 180 will be forwarded to the ALCs for their review and input, as applicable.

3.14.2.2. Comments and recommendations received from the ALCs will be consolidated by the OPR and forwarded to DLSC.

3.14.3. The CASC/PCA Program Manager will review each request for new or revised cataloging tools, forward copies of the proposed cataloging tools to DLSC, or return them to the initiating activity with full justification and what action to take in identifying the item of supply involved. The Directorate of Special Weapons (SW) will submit items peculiar to the Nuclear Ordnance Cataloging Office (NOCO).

3.15. Testing of Data. CASC tests the proposed tools against applicable items and, if adequate, will process the items according to this manual. If inadequate, CASC will return the proposal to the initiator with a statement of inadequacy, substantiating data, and recommendations deemed appropriate.

3.16. Proposals Regarding Cataloging Tools. All ALCs participating in the cataloging program must submit proposals for new or revised cataloging tools that are required for proper II. Certain procedures, prescribed herein, provide for reference type (Type 2) II submittals. It is essential for the ALCs to provide any available supporting technical data to the cataloging technicians so tool development can be accomplished and reference type IIs can be upgraded to partial or full descriptions. Failure to keep cataloging tools in alignment with new, state-of-the-art technology will result in pertinent information being omitted from the federal catalog.

3.17. Federal Item Identification Guides (FIIG) Program.

3.17.1. Objectives. To establish guidelines for use in developing a single identification record, in a machine-sensible format, for multiple logistics purposes and to provide a means for instant retrieval of the data.

3.17.2. Responsibilities.

3.17.2.1. DLA administers the FIIG program acting under policy direction of the Office of the Assistant Secretary of Defense (OASD) (P&L).

3.17.2.2. DLSC will.

3.17.2.2.1. Assign and maintain codes.

3.17.2.2.2. Review, edit, and approve final coordinated FIIGs for format and machineability.

3.17.2.2.3. Maintain the Master Requirements Directory (MRD) and the MILSTICCS.

3.17.2.2.4. Develop and implement machine input and output edit programs.

3.17.2.2.5. Publish FIIGs and related data.

3.17.2.2.6. Maintain FIIs with no recorded users.

3.17.2.3. CASC/PCA will:

3.17.2.3.1. Develop policies/procedures for overall program implementation and control within the Air Force.

3.17.2.3.2. Provide direction of the FIIG program within the USAF.

3.17.2.3.3. Serve as the USAF monitor for resolution of problems relative to the FIIG program in conjunction with other S/A headquarters elements.

3.17.2.4. CASC/LG, Logistics Data Management Directorate, will:

3.17.2.4.1. Initiate and develop FIIGs specifically assigned by CASC/PCA.

3.17.2.4.2. Collaborate on all FIIGs.

3.17.2.4.3. Coordinate comments on new and revised FIIGs or changes to FIIGs developed by other S/As requiring coordination. All coordination is accomplished by CASC for the document in process.

3.17.2.4.4. Develop and submit FIIs in the commodity areas for which they are the cognizant activity.

3.17.2.4.5. Act as an initial control point of contact to resolve problems encountered in FII upgrade and processing action, and coordination and collaboration in the FIIG program.

3.17.3. Procedures. DoD 4100.39-M, Volume 3, *Development and Maintenance of Item Logistics Data Tools*, and Volume 4, *Item Identification*, prescribe specific detailed procedures for implementing the FIIG program. DoD and Air Force manuals and instructions are supplemented by detailed operating instructions at each ALC and CASC depending upon individual requirements.

3.18. Special Rules Applicable to the Compilation and Publication of C8900-SL, *Federal Supply Catalog*, Stock List (FSG 89).

3.18.1. The Commander, Defense Personnel Support Center (DPSC), is responsible for the compilation, maintenance, and printing of this publication and bulk distribution to the military services.

3.18.2. Internal Air Force distribution procedures cited in AFI 37-161, *Distribution Management*, apply.

3.18.3. Air Force Clothing and Textile Office (AFC&TO/HSC/YAGS) is responsible for Air Force additions, deletions, and changes to this publication.

3.18.4. Composition of Publication:

3.18.4.1. Part I, Alphabetical List.

3.18.4.2. Part II, Case Lot Data by NSN.

3.18.5. The C8900-SL stocklist is published in hard copy form.

Chapter 4

FEDERAL LOGISTICS INFORMATION SYSTEM (FLIS) PROBLEM REPORTING AND SYSTEM CHANGE REQUESTS (SCR)

4.1. Purpose. This chapter provides the procedures to report and submit FLIS Problem Reports and SCRs for all Air Force activities. Only one responsible Air Force contact point is recognized by the DLA and DLSC and all FLIS Problem Reports and SCRs must be submitted through the designated contact point.

4.2. References.

4.2.1. DoD 4100.39-M, Volume 2, Chapter 6, *FLIS Problem Reporting*.

4.2.2. DoD 4100.39-M, Volume 1, Chapter 4, *FLIS Change Procedures.*

4.3. Contact Points. All Air Force submittals of DD Form 2029, **FLIS Problem Reports**, and DD Form 2021/2021-1, **System Change Requests**, must be made through a local activity focal point prior to submission to the Air Force FLIS contact point. ***NOTE:*** Referenced DD Forms 2029, 2021, and 2021-1 are electronic forms.

4.3.1. The designated Air Force FLIS contact point:

Cataloging and Standardization Center

(CASC)/PCM

74 Washington Avenue N, Suite 8

Battle Creek MI 49017-3094

Signature Authority: CASC/PC

4.3.2. Each of the following activities must appoint a local FLIS focal point:

4.3.2.1. Air Force Clothing and Textile Office (AFC&TO/HSC/YAGS).

4.3.2.2. Cryptologic Support Group (CPSG/LGLC).

4.3.2.3. Air Force Engineering and Services Center (AFESC/DEH).

4.3.2.4. Air Force Medical Logistics Office (AFMLO/FOC-T).

4.3.2.5. Air Force Pentagon (USAF/ILSP).

4.3.2.6. Brooks AFB (AL/OEMB).

4.3.2.7. Cataloging and Standardization Center (CASC).

4.3.2.8. Directorate of Nuclear Weapons Management (SA-ALC/NWLL).

4.3.2.9. Maxwell AFB, Gunter Annex (SSG/LGS).

4.3.2.10. Each Air Logistics Center (ALC):

4.3.2.10.1. Ogden (OO)-ALC.

4.3.2.10.2. Oklahoma City (OC)-ALC.

4.3.2.10.3. Sacramento (SM)-ALC.

4.3.2.10.4. San Antonio (SA)-ALC.

4.3.2.10.5. Warner Robins (WR)-ALC.

4.3.2.11. All other activities will submit through the office responsible for cataloging and standardization functions.

4.3.3. HQ AFMC or other commands may have a need to submit problem reports or SCRs. These activities may submit their requirements directly to CASC/PCM, Program Control and Policy Division, Data Systems Branch.

4.4. Submittal of FLIS Problem Reports.

4.4.1. Upon identification of a problem or a potential for one, and prior to submission to the Air Force FLIS contact point, the reporting activity will perform adequate, but thorough, research and analysis to try to solve the problem at the local level.

4.4.2. If, after all areas of research have been exhausted and the problem still exists, the Air Force activity will report the problem to CASC/PCM. CASC/PCM will document the problem on DD Form 2029, assign a problem report number, and send the report to DLSC as outlined in the current FLIS Procedures Manual, DoD 4100.39-M.

4.4.3. In general, anytime DLSC does not produce a report or provide an expected service to a user of FLIS, there is a problem. The following types of problems are reportable:

4.4.3.1. Lost or nonreceipt of processing notifications, including applicable file maintenance data and misrouted FLIS data.

4.4.3.2. Erroneous, garbled, or incomplete data transmission.

4.4.3.3. Process results indicating a misapplication of established system edit or validation criteria, including erroneous output Document Identifier Code (DIC) or return code.

4.4.3.4. Procedural voids or inaccurate procedural criteria contained in the FLIS manual.

4.4.3.5. Total Item Record (TIR) data conflicts when valid transaction processing cannot be accomplished.

4.4.4. The following data is required for the FLIS Problem Report.

4.4.4.1. Activity Code (Refer to DoD 4100.39-M, Volume 10, *Multiple Application References/ Instructions/Tables and Grids*, table 104, part 1).

4.4.4.2. Problem Priority Classification.

4.4.4.2.1. Major - large scale problem which seriously affects mission accomplishment.

4.4.4.2.2. Critical - transaction oriented problems on priority items.

4.4.4.2.3. Routine.

4.4.4.3. Transaction Document Control Numbers, as applicable.

4.4.4.4. National Stock Numbers (NSN), National Item Identification Numbers (NIIN), Permanent System Control Numbers (PSCN), or System Control Numbers (SCN), as applicable.

4.4.4.5. Input or output DICs, as applicable.

4.4.4.6. Date transactions transmitted to (from) DLSC.

4.4.4.7. Automatic Digital Network (AUTODIN) transmission message numbers and transmitting routing identifier.

4.4.4.8. Problem Description - Describe, in detail, all information relating to the problem. Supplement with any internal research data or recommendations. Include examples of input and output transactions when available.

4.4.5. CASC/PCM will provide the initiator with periodic status reports and notification of problem resolution.

4.5. System Change Request (SCR) Procedures.

4.5.1. Air Force Initiated SCRs.

4.5.1.1. Proposed changes to FLIS must be submitted through the applicable local activity focal point to CASC/PCM by letter, message, or telephone and should include:

4.5.1.1.1. Brief description of the requirements or problem.

4.5.1.1.2. Impact and urgency.

4.5.1.1.3. Recommended change.

4.5.1.1.4. General and specific objectives the change should meet.

4.5.1.1.5. Scope of interest to other customers.

4.5.1.1.6. Anticipated benefits-both tangible (dollar savings) and intangible (improved support, etc.).

4.5.1.1.7. Focal point, initiator, or person having technical background to answer questions on the particular problem and recommended solution.

4.5.1.1.8. Initiators must follow-up a telephone request with written documentation.

4.5.1.2. Local activity focal point will.

4.5.1.2.1. Screen system change requests proposed by their activity.

4.5.1.2.2. Forward valid proposals to CASC/PCM.

4.5.1.3. CASC/PCM will.

4.5.1.3.1. Assign an Air Force control number.

4.5.1.3.2. Coordinate with other Air Force activities affected by the proposal.

4.5.1.3.3. Develop a united Air Force position and approve or disapprove further SCR processing.

4.5.1.3.4. Return disapproved SCRs to initiator with justification.

4.5.1.3.5. Forward approved SCRs to other S/A for coordination.

4.5.1.3.6. Forward approved SCRs to DLSC-B for further processing.

4.5.1.4. HQ AFMC will.

4.5.1.4.1. Review all SCRs during the coordination cycle.

4.5.1.4.2. Provide policy guidance when the SCR affects current policy or establishes new policy.

4.5.2. Other S/A initiated SCRs.

4.5.2.1. CASC/PCM will.

4.5.2.1.1. Receive SCRs for review from DLSC-B and other S/As.

4.5.2.1.2. Request comments, cost, and benefit data from the local activity focal points, other Air Force activities which may be interested, and Air Force Data Systems Office of Primary Responsibility (OPR) whose systems may be affected by the change.

4.5.2.1.3. Develop an Air Force position, resolving any conflicts.

4.5.2.1.4. Forward DD Forms 2021/2021-1 to DLSC-B with an information copy to HQ AFMC, stating the Air Force position.

4.5.2.1.5. Notify focal points and data system OPRs of scheduled implementation dates when SCR is approved for implementation (see table4.1).

4.5.2.2. Local activity focal point and data systems OPR will review the SCR and provide comments and cost benefit data to the FLIS monitor by the requested suspense date. Suspense dates will vary. Allow a minimum of 30 days for routine processing. Emergency and expedite processing will be Electro-Mailed whenever possible.

4.5.2.2.1. If a response is not received by the suspense date, the FLIS contact point will assume no interest and no further notification will be sent to that activity.

4.5.2.3. HQ AFMC will.

4.5.2.3.1. Review all SCRs during the coordination cycle.

4.5.2.3.2. Provide policy guidance when the SCR affects current policy or establishes new policy.

4.5.2.3.3. Receive a copy of all official Air Force responses to SCRs.

Table 4.1. System Change Request Processing Timeframes.

SCR Priority	Minimum Number of Days to Implementation
Emergency	No minimum, 30 day maximum
Expedite	198
Routine	475-575*(see note)

NOTE:

SCRs affecting only one S/A can often be implemented within a year. Controversial SCRs may take several years to implement.

PART 3

PREPARATION AND PROCESSING OF ITEM IDENTIFICATIONS AND RELATED DATA

Chapter 5

PREPARATION OF FEDERAL CATALOGING SUBMITTALS

5.1. General. Cataloging actions are processed by the Federal Logistics Information System (FLIS) as a result of manual or mechanized inputs prepared by AFMC cataloging activities (except Special Weapons) or AFMC data systems. Specific formats for each input transaction are included in the FLIS Procedures Manual, DoD 4100.39-M. For explanation purposes, FCP transactions fall into one of three categories:

5.1.1. NSNs assigned within FLIS for new items of supply entering the inventory.

5.1.2. Permanent System Control Numbers (PSCN), assigned by FLIS, for military standard/specification preferred/replacement items, which are authorized for procurement, but are not stocked, stored, nor issued.

5.1.3. Data elements and FIIs changed within FLIS for existing NSNs.

5.2. Guidelines for Preparing and Submitting Federal Item Identifications (FII) and Revisions.

5.2.1. The procedures outlined in DoD 4100.39-M are used for preparing all new item entries, Federal Item Identification Improvements (FIII), and revisions by the responsible cataloging activities. The Directorate of Special Weapons (SW) uses the Nuclear Inventory Management and Cataloging System (NIMACS) procedures.

5.2.2. Use of DoD 4100.39-M does not alter the established relationships between the various S/As (including the DLSC) or the chain of command from HQ AFMC to CASC and the ALCs. Forward requests to CASC for changes to DoD 4100.39-M, special processing of data, and other actions not covered by existing procedures to CASC. Forward requests for revision to, or establishment of new Federal Item Identification Guides (FIIG), FSCs, reference drawing groups, and item names to CASC/PCA, Program Control and Policy Division, Acquisition Branch. (See chapter 3 of this manual.) All Air Force cataloging actions are accomplished by CASC with the exception of those applicable to special items being managed by Air Force activities ST and TT. (See chapter 2 of this manual.)

5.3. Federal Cataloging (FLIS) Inquiries.

5.3.1. Obtain requests for FII, catalog management data (CMD), and any other type of information by use of various transactions according to DoD 4100.39-M, Volumes 5 and 16.

5.3.2. Submit an information copy to CASC of all ALC requests for mass data retrieval, with adequate justification.

5.4. Forms. The following forms apply to various cataloging actions by Air Force activities:

5.4.1. AF Form 86, **Request for Cataloging Data/Action**. This form is used, within the Air Force, for requesting cataloging actions which cannot be adequately identified by submittal to the D143C System. Requests to process cataloging actions without the use of AF Forms 86 are addressed in paragraph 5.7.

5.4.2. DD Form 1685, **Data Exchange and or Proposed Revision of Catalog Data**. This form is a collaboration request between S/As on proposed changes to established items of supply. ***NOTE:*** This form is not used by, or to collaborate with, the ALCs. (See chapter 12 of this manual.).

5.4.3. DD Form 2051, **Request for Assignment of a Commercial and Government Entity (CAGE) Code**.

5.5. Preparation of Cataloging Actions for Transmittal to the FLIS.

5.5.1. Federal cataloging submittals are prepared by the responsible cataloging activities, as applicable, based on DoD 4100.39-M requirements.

5.5.2. All CASC transactions are input to DLSC through the D143C and D036 Suspense and Control Systems (SAC). Activities SS, SR, and TT maintain local suspense and control systems for the submittal of cataloging transactions directly to DLSC.

5.6. Obtaining Commercial and Government Entity (CAGE) Codes. When a need arises for a five-digit, alpha or numeric CAGE Code, not currently in the H4/H8 Series Cataloging Handbook, a request for code assignment; using DD Form 2051, is made to DLSC by the ALC Engineering Activity (EA)/System Manager (SM) Provisioning Support Office (PSO)/CATM (Residual Cataloger).

5.6.1. During provisioning, it may be necessary to obtain a manufacturer's code for a sub-contractor. It is the responsibility of the prime contractor to request the assignment of the CAGE Code from the requiring authority, DLSC, through the prime provisioning activity, the ALC.

5.6.2. If the need arises for a CAGE Code and it is deemed to be a priority request, the ALC should contact the CASC CAGE Code monitor.

5.6.3. When a Request for Cataloging Data/Action is received from a base without a code or a valid CAGE Code, the cataloging request will be processed as follows:

5.6.3.1. CASC technicians will research the H4/H8 Series Cataloging Handbook to determine if a valid code exists.

5.6.3.1.1. If a valid code is identified, routine processing will continue according to chapter 7 or 8 of this manual.

5.6.3.1.2. If a valid code is not identified, the technician will determine if a substitute item exists.

5.6.3.1.3. If a substitute item is identified, processing will continue according to chapter 7 or 8 of this manual.

5.6.3.1.4. If a substitute item is not identified, the requested cataloging action will be forwarded to the appropriate ALC for review.

5.6.3.2. Director of Materiel Management (DMM) will determine if procurement action is warranted.

5.6.3.2.1. If warranted, a request, for CAGE Code assignment, will be forwarded to the CASC CAGE Code Monitor, who will initiate CAGE Code assignment to DLSC. Upon assignment, the monitor will notify the DMM.

5.6.3.2.2. If not warranted, suspense and control systems will be updated according to chapter 7 or 8 of this manual.

5.6.4. If data, pertaining to a CAGE Code, requires correction or change, the manufacturer must notify DLSC directly, in writing, stating the appropriate changes required.

5.7. Request for Special Processing of Federal Cataloging Submittals.

5.7.1. In the event a significant volume of cataloging actions is required, which could be more efficiently handled as a special project, a written request will be submitted to the responsible cataloging activity.

5.7.2. In order to ensure timely processing of special projects all requests for CASC will be submitted to the attention of the CASC/LG Special Projects Control Monitor.

Chapter 6

NONDEFINITIVE (ND) NUMBER PROCESSING

6.1. Purpose. This chapter provides guidance and direction for the assignment of ND numbers. It defines what ND numbers are and when they are to be used. It defines when ND numbers must be deleted and a stocklist action taken for assignment of an NSN. This chapter assigns responsibilities to the ALCs and requires that they implement internal control procedures on the assignment of ND numbers.

6.2. Definition and Use.

6.2.1. Noncataloged, depot assigned, control numbers (ND) are assigned by the ALCs to:

6.2.1.1. Items not considered to be logical spares, on a one-time basis, for shipment of assets to support a part number requisition (PNR), manufacture, cannibalization, or to show custody in support of an operational requirement.

6.2.1.2. Establish controls within Air Force systems, on a temporary basis, for one-time buys of consumable, nonlogical spares.

6.2.1.3. Support special projects which have been authorized by the HQ AFMC ND policy office.

6.2.1.4. Support nonstandard one-time buy items in support of an FMS requirement.

6.2.2. ND numbers are “temporary” control numbers used for accountability. They do not replace NSNs.

6.2.3. ND numbers cannot be assigned to existing stocklisted items managed by other S/As (e.g., DLA) and the Air Force is not a recorded user.

6.2.4. ND numbers cannot be “temporarily” stocked, stored, and issued at the wholesale level, except for local manufactured items to support depot maintenance or parts cannibalized from a condemned or over-assembled next higher assembly (NHA). Retail level can “temporarily” stock, store, and issue ND numbered items as bench stock to support depot maintenance.

6.2.4.1. To stock, store, and issue any other ND identified item, at any level, is forbidden.

6.2.4.2. If a requirement changes and an ND numbered item needs to be stocked, stored, or issued from supply, the ND status will be deleted and proper action taken to assign an NSN to the item.

6.2.5. ND numbers having follow-on support conditions (e.g., 3 demands in 180 days) will be assigned NSNs, including FMS nonstandard ND items.

6.2.6. Expendability, Recoverability, Reparability, Category (ERRC) Code “N” is the only authorized ERRC Code allowed on ND numbers.

EXCEPTIONS:

- Special projects authorized by the HQ AFMC ND policy office.
- Nuclear ordnance items managed by Directorate of Nuclear Weapons Management, SA-ALC/NW (until the end of transition).

6.2.7. ND numbers cannot be assigned to support equipment (SE). SE must be identified by NSNs.

EXCEPTIONS:

- An Air Staff or HQ AFMC downward directed program to procure unique SE.
- Special tools in support of nuclear ordnance items that will not be procured (one-of-a-kind) and are required for mission requirements.

6.2.8. Retail excess ND number identified material will be disposed of at local level unless the Air Force IM authorizes shipment to a depot or another location which has a requirement meeting one of the conditions of paragraph 6.2.1.1.

6.3. HQ AFMC ND Policy Office will.

6.3.1. Establish and maintain ND number policy.

6.3.2. Authorize assignment of ND numbers to all special projects.

6.4. Air Logistics Centers (ALCs) will.

6.4.1. Establish ND focal points to approve and fully justify assignment of all ND numbers.

6.4.2. Implement internal control procedures to assure only qualified ND items are assigned and retained.

6.4.3. Assign ND numbers according to procedures contained in this chapter.

6.4.4. Assign an ALC IM for each ND item.

6.4.5. Review all ND numbers which are 180 days old for stocklist action (assignment of NSN) or deletion.

6.4.5.1. The ALC Stock Control System (D035A) Monitor will provide, to each product directorate, the D035A Current ND Number Extract Listing (A-D035A-W12-WK-GC1) with their ND numbers for review every 6 months.

6.4.6. Authorize shipment of retail excess ND number identified material to a depot or another location which has a requirement meeting one of the conditions of paragraph 6.2.1.1. in lieu of disposal at local level.

6.4.7. Assign NSNs to all ND numbers having follow-on support conditions (e.g., 3 demands in 180 days), including FMS nonstandard ND items.

6.4.7.1. Use the D035A Part Number Cross Reference Interrogation Notice (A-D035A-3LS-D1-G34) of ND numbers with 3 requests within 180 days, as a tool for review.

6.5. ALC Stock Control System (D035A) Monitor will.

6.5.1. Provide the D035A Current ND Number Extract Listing (A-D035A-W12-WK-GCI) to each product directorate every 6 months for review of their ND numbers.

6.5.2. Ensure that each IM, in every product directorate, receives or has access to the D035A Part Number Cross Reference Interrogation Notice (A-D035A-3LS-D1-G34) of ND numbers with 3 requests within 180 days, as a tool for review.

Chapter 7

BASE INITIATED REQUEST FOR CATALOGING DATA/ACTION

7.1. Purpose. This chapter provides AFMC personnel with instructions for processing the base initiated Requests for Cataloging Data/Action (commonly referred to as Base 86 requests). Key players in the Base 86 process are the CASC technicians, the ALCs, Provisioning Support Office (PSO)/CATM (Residual Cataloger) (see note), Equipment Specialists (ES), IMs, and individual Product Directorate monitors. The OPR for Base 86 procedures is CASC/PCA, Program Control and Policy Division, Acquisition Branch. Chapter 10, of this manual, provides specific instructions for cataloging activities other than CASC. Base activities preparing Requests for Cataloging Data/Action will follow the instructions provided in AFMAN 23-110, volume 1, part 1, chapter 7 and volume 2, part 2, chapter 27. ***NOTE:*** For ALCs not performing the full range of PSO/CATM responsibilities, these duties must be delegated and performed elsewhere within the ALC organization.

7.2. Definition and Use. Base initiated Requests for Cataloging Data/Action are those requests prepared and initiated by any Air Force base or depot supply organization. They are initiated for the purpose of requesting cataloging action to an existing NSN or to request an NSN be assigned to an item of supply for which the base activity has an ongoing demand. Table 7.1. reflects the established Reason Codes and their definitions for Base 86 submittals. The Request for Cataloging Data/Action is for internal Air Force use only and is not forwarded to any other S/A.

7.2.1. Base supply has several methods available for submitting Base 86 requests to CASC. They are as follows (in order of preference):

7.2.1.1. D143C, ALC FLIS Receipt, Edit, and Routing System (FERS). An activity must have access to the D043A, Master Item Identification Data Base, in order to utilize this method. Requests submitted directly to D143C, by the base activity, will reflect the initiator's name and phone number on the initiator line in the Coordination (COOR) Section of the request. Since the initiators of these requests are able to monitor their progress on-line, reviewers may use a combination of Remarks (RMKS) and two-digit Message (MSSG) and/or Completion Codes to convey information to initiators.

7.2.1.2. Standard Base Supply System (SBSS)/Mechanical. An activity which doesn't have D043A/D143C access may use the SBSS/mechanical method. Requests submitted using this method will be sent to D143C via Defense Communications System (DCS). The initiator line for these requests will reflect "BATCH INITIATED." Reviewers of these requests should take care to provide understandable clear text replies using the two-digit MSSG and/or Completion Codes (attachment 2, Standard Reply/Status Codes For Base Initiated Requests For Cataloging Data/Action) rather than RMKS. RMKS can only be viewed on-line, and therefore cannot be viewed by these initiators. However, the two-digit MSSG and/or Completion Codes will be sent, via DCS, to the originating activity in the form of a BBS reply.

7.2.1.3. Hard Copy Request for Cataloging Data/Action, AF Form 86. An activity which doesn't have D043A/D143C access may use the AF Form 86 (long form) to submit a Request for Cataloging Data/Action. This form is mailed to the responsible cataloging activity by the initiator (See chapter 2, paragraph 2.3, of this manual.). When the responsible cataloging activity is CASC, a CASC supply technician will load all information from the AF Form 86 into the D143C System. The initiator line for these requests will reflect activity TU and the name and telephone number of

the person who entered the information into D143C. As with SBSS/mechanized requests, reviewers should take care to provide understandable clear text replies using the two-digit MSSG and/or Completion Codes rather than RMKS, since RMKS can only be viewed on-line. The two-digit MSSG and/or Completion Codes will be sent, via DCS, in the form of a BBS reply, to the originating activity.

7.2.2. Base initiated Requests for Cataloging Data/Action are ***requests*** only. Final authority for approval rests with the responsible ALC, CASC, or other Air Force cataloging activity, depending upon the type of action requested. When CASC has responsibility for initial review; Base 86 requests will undergo Item Entry Control (IEC) (when applicable) and be reviewed for appropriateness and completeness prior to ALC review. Requests forwarded for ALC review may be approved or disapproved by ALC personnel. CASC will submit a DD Form 1685, **Data Exchange and/or Proposed Revision of Catalog Data**, to the PICA, when Air Force does not have responsibility for the data elements in question.

Table 7.1. Reason Codes And Definitions.

Reason Code	Action	Definition
1	Request for NSN Assignment	Used when there is a requirement for an item for which no NSN is assigned.
2	Adoption of non-Air Force used NSN	Used when there is a requirement for an item that has been assigned an NSN, but the Air Force is not recorded as a user.
3	Disposal or Condemnation	Used for a request to change an item to disposal or condemned status.
4	FSC, Item Name, Type Item Identification (II), Part Number Change	Used when the base requests review and change to FSC, Item Name, II, or reference number, as appropriate.
5	NSN CMD Review (except ERRC)	Used when base personnel feel some management data element(s) is in error or requires change.
6	Reinstate a Canceled or Disposal NSN	Used when there is a requirement for an item that is canceled or in disposal status.
7	Reserved	Eliminated as duplicate of a Reason Code 4 request.
8	Adoption of a non-Air Force used NSN which has been substituted for a valid Air Force used NSN	This Reason Code will be used to request Air Force be added as a user when a requisitioned item has been substituted with a non-Air Force used NSN.
9	ERRC Review ***NOTE:*** This reason code is not used to question whether or not an item should be managed as equipment	Used to request ERRC review on items not published in a TO, when the ERRC in FLIS is incompatible with the fourth position of the SMR Code, or used to question reparability.

7.3. Determination of Responsible ALC. CASC will forward base initiated Requests for Cataloging Data/Action to the applicable ALC for processing based upon the following order of decision.

7.3.1. For Reason Codes 1, 2, and 6:

7.3.1.1. ALC with Technical Order (TO) management responsibility.

7.3.1.2. EA or SM ALC.

7.3.1.3. FSC ALC. (Only those items which stand alone are forwarded to the FSC ALC.)

7.3.2. For Reason Codes 3, 4, 5, and 9: ALC with management responsibility based on the Air Force Source of Supply (SoS) or MOE Rule. ***NOTE:*** ERRCs "N" and "P" are going through a test period at CASC to determine if CASC technicians should make ERRC decisions on DLA/GSA managed NSNs.

7.3.3. For Reason Code 8: ALC with management responsibility based on the Air Force SoS or MOE Rule of the valid Air Force used NSN.

7.4. Control of Request for Cataloging Data/Action.

7.4.1. All activities involved in Base 86 processing are responsible for ensuring the timely control of notification to initiator, follow-up requests, and return of the completed action, according to the 60 day timeframe allowed.

7.4.2. The ALCs, CASC, and those special cataloging activities using D143C will manage Base 86 workload at their organization by using the various options available in the D143C System.

7.4.2.1. The D143C Report Option. Used to identify all requests which have had no action within the specified timeframe (15, 30, etc., days). In this option, focal points and supervisors can view all Position Codes or just those specified. Additionally, one can view all Identification (ID) Codes or up to five specific ID Codes within a specified Position Code.

7.4.2.2. The D143C Pending/History Files. These files contain records of all requests as well as all actions taken against those requests. Open requests may be found by searching the D143C Pending file. History files contain all requests closed within the last two years. Standardized reply codes, used during Base 86 processing, will be reflected in the applicable Pending/History files with the name and phone number of person who applied each code. For a complete list of standardized reply codes, see Attachment 2.

7.4.2.3. D143C Workbench. CASC, the ALCs, and special cataloging activities with D143C workbench capability are responsible for monitoring the Base 86 workload by accessing/reviewing workbenches located at their activity. All workbenches can be viewed by those authorized to do so (focal points, program managers, supervisors, etc.) in D143C.

7.5. Product Directorate Responsibilities. The EA/SM or FSC Product Directorate will ensure the following actions are accomplished:

7.5.1. Receive and assign responsibilities for Base 86 review and subsequent processing, as required, to the IMs and ESs. Complete review of all display screens and RMKS in D143C is necessary in order to assign to the appropriate IM/ES. These screens may contain additional information added by or obtained from the base initiator. Examples of information included on additional screens are: End

Item (E/I), NHA, justification/reason for requested action, additional base level POC, item descriptions, and possible substitute items identified by CASC technicians.

7.5.2. Determine if an item qualifies as a logical spare. Ensure each logical spare is Source Coded, IMC, and MMAC, Coded as required.

7.5.3. If the item does not have an NSN, and will be managed by the reviewing ALC, ensure a non-cataloged (NC) request is initiated according to chapter 8 of this manual. ***NOTE:*** If the item is retained for Air Force management, but will be managed by another ALC, annotate Source, Maintenance, Recoverability (SMR) Code and recommendations and forward the Base 86 request to the PSO/CATM at the applicable ALC. The managing ALC will review the request and generate the NC request, reactivation, etc. (see paragraph 7.7.3.4).

7.5.4. If the item is or will be managed by another S/A, initiate an SSR/Nonconsumable Item Materiel Support Request (NIMSR), as required, to obtain support for the Air Force.

7.5.5. If research indicates the item will be Air Force managed, forward the Request for Cataloging Data/Action to the appropriate EA/SM or IM/ES.

7.5.6. Ensure related AF Form 1000, **United States Air Force Suggestion**, and Base 86 requests are processed simultaneously.

7.6. ES/IM Responsibilities. Review the Base 86 request and approve/disapprove the requested action. This review consists of one or more of the following steps:

7.6.1. For Reason Codes 1, 2, 6 and 8: Determine if the item will be managed by DLA/GSA, or by the reviewing ALC or another ALC.

7.6.2. If necessary, recommend FSC review by CASC (Reason Code 1). ***NOTE:*** For Reason Codes 2 through 9, FSC recommendations should be a separate decision from the Base 86 request decision. This is because the item is already stocklisted in the current FSC and the decision to change (or not change) the FSC is often dependent upon the decision made on the Base 86 request. An example of this would be a request to add Air Force as a user to an existing NSN. If Air Force chooses not to become a user of this item, FSC assignment is no longer a concern.

7.6.3. Determine and furnish data, as necessary, for recommended action to be taken. This data can consist of information such as: Unit Price; Budget Code; Quantity Unit Pack (QUP); Expendability, Recoverability, Reparability, Category (ERRC) Code; supply status; Fund Code; and/or IMC, to make an item sufficient for cataloging action. ***NOTE:*** CASC is authorized o approve and change ERRC Code “N” to ERRC Code “U” (or vice-versa) according to chapter 9, paragraph 9.6 of this manual.

7.6.4. If a request for adoption/reactivation of an existing NSN is approved, process as follows:

7.6.4.1. If there is an existing Air Force MOE Rule, indicating Air Force is the PICA, without Air CMD, submit an “XR” MSSG Code and initiate the appropriate revision request via D143C to add CMD. ***NOTE:*** CMD consists of the segment H data in the FLIS TIR.

7.6.4.2. If there is another S/A recorded as the Integrated Materiel Manager (IMM) and there is an Air Force Secondary Inventory Control Activity (SICA) MOE Rule recorded, but no Air Force CMD, submit an “XR” MSSG Code and initiate the appropriate revision request via D143C to add Air Force CMD.

7.6.4.3. If there is no MOE Rule or active CMD, perform one of the following:

7.6.4.3.1. If the item is to be Air Force managed, submit an “XR” MSSG Code and initiate the appropriate revision via D143C.

7.6.4.3.2. If the item is nonconsumable, to be managed by another service, submit an “XJ” MSSG Code and prepare a JLC Form 17, **Nonconsumable Item Materiel Support Request**, and suspend the Air Force peculiar data in D143C.

7.6.4.3.3. If the item is consumable and will be managed by another S/A, initiate an SSR according to AFMCI 23-101, *Air Force Provisioning Instruction*. Suspend the Air Force peculiar data in D143C (ERRC will be "U" or "P" per chapter 9 of this manual), and forward the AFMC Form 918 and the Base 86 to the SSR focal point.

7.6.5. If a request for NSN assignment is approved (i.e., the item is a logical spare), and there is no known NSN, process as follows:

7.6.5.1. If the item is to be Air Force managed, submit an “XN” MSSG Code and submit an NC request via D143C (see chapter 8 of this manual) to initiate NSN assignment. After coordination in D143C, forward request and supporting technical data to the PSO/CATM (see note, paragraph 7.1). Upon receipt of Notification of Approval (KNA) and NSN, D143C will automatically notify the base of the NSN assigned and close the Base 86 request.

7.6.5.2. If the item is coded IMC “Z,” for DLA or GSA management, prepare an AFMC Form 918 to initiate an SSR. Suspend the Air Force peculiar data in D143C (ERRC will be "U" or "P" per chapter 9, paragraph 9.2 of this manual), and forward AFMC Form 918 and the Base 86 to the SSR focal point.

7.6.6. If a request for NSN assignment indicates the classification is questionable, annotate the recommended FSC, MMAC, and justification, as applicable, in RMKS and forward to the PSO/CATM for return to CASC.

7.6.7. If a request for NSN assignment is disapproved (item determined not to be a logical spare), submit the appropriate two-digit Completion Code (attachment 2), using the Close (CLOS) option, and add a clear text response with reason for disapproval.

7.6.8. If a request for revision to data on an existing NSN is approved (e.g., Change Acquisition Advice Code {AAC} to “D,” correct price, etc.), submit an “XR” MSSG Code and submit the appropriate revision via D143C.

7.6.9. When processing actions cannot be accomplished within the allotted time, submit a “PP” MSSG Code to provide the base with a new estimated completion date (ECD). ***NOTE:*** This does not remove the delinquency status of a Base 86 request. It does, however, inform the base customer of a delay in processing.

7.6.10. If a request for NSN assignment is approved, and the interrogation results indicate an existing NSN, follow processing instructions in paragraph 7.6.4.

7.6.11. Receive responses to NIMSRs and SSRs from the PSO/CATM or designated OPR, as applicable.

7.6.12. If cataloging action is not warranted AFR 72-1, *Air Force Participation in the Federal Cataloging System,* provides a detailed justification to the initiating activity, using a two-digit Completion Code in D143C. Should the initiator disagree with this decision, you may be contacted directly by the initiator or a CASC technician who may be responding to an inquiry from the initiator.

7.6.13. Once a request has been closed, CASC or the ALC focal point may restore it to the Pending file in D143C and request further ALC review.

7.6.14. If D143C reflects a remark indicating that the Request for Cataloging Data/Action was submitted as a result of an AF Form 1000, both documents should be processed together. CASC will forward the suggestion to the Suggestion Office of the same ALC that receives the Base 86 for review. An AF Form 1000-1, **Suggestion Evaluation and Transmittal**, will be prepared to clear the suggestion, in addition to following established Request for Cataloging Data/Action procedures.

7.7. Provisioning Support Office (PSO)/CATM (Residual Cataloger) Responsibilities. The ALC PSO/CATM serves as the focal point for Base 86 requests coming from activities both within and external to the ALC (i.e., CASC and other ALCs), and for returning requests to CASC. For PSOs/CATMs not performing the full range of PSO/CATM responsibilities, see note in paragraph 7.1. The PSO/CATM is responsible for the following actions:

7.7.1. Routing Base 86 requests received from CASC to the responsible Product Directorate. Requests, indicating that technical data is being forwarded, should be held on PSO/CATM workbench until data is received. Requests, with RMKS referencing a Suggestion Control Number, should be forwarded to the same Product Directorate which receives the suggestion.

7.7.2. Converting Base 86 Requests to SSRs using the "XS" MSSG Code and the D169 System, Supply Support Request Advice System.

7.7.3. Receive the Request for Cataloging Data/Action from the Product Directorate for further processing, as required.

7.7.3.1. If the requested action is approved, process as follows:

7.7.3.1.1. If the responsible cataloging activity can take the action, route the resulting new item or revision Request for Cataloging Data/Action to the appropriate activity.

7.7.3.1.2. If another S/A is responsible for the action (e.g., SSR, NIMSR) process as follows:

7.7.3.1.2.1. If an SSR is required, input the SSR into the D169 System and submit an "XS" MSSG Code. Follow-up, as required, and hold request on workbench until a response is received from the managing activity. Upon receipt of the managing activity's response, take the following actions, as applicable:

7.7.3.1.2.1.1. If a Positive Action Taken Code is received, submit a two-digit Completion Code of "M_" using the CLOS option, explaining what action was taken in clear text. Notify the initiating IM/ES of the results, as appropriate. ***NOTE:*** Action Taken Codes (ATC) should not be included as part of the response to the initiator. If clear/precise response cannot be made, submit further explanation to initiator under separate cover.

7.7.3.1.2.1.2. If a Positive Action Taken Code is not received, submit a two-digit Completion Code of "C_" (lack of sufficient data) or "L_" (nonconcurrence), using the CLOS option, and provide the reason for reject provided by the managing activity. Notify the IM/ES of the results, as appropriate.

7.7.3.1.2.2. If a NIMSR is required, submit, to the managing activity, according to Product Directorate procedures, an "XJ" MSSG Code to suspend Air Force CMD (if not

already done by ES). Follow-up, as required, and hold request on workbench until a response is received from the managing activity. Upon receipt of the managing activity's response:

7.7.3.1.2.2.1. If a positive response is received, submit a two-digit Completion Code of "M_", using the CLOS option, explaining what action was taken in clear text. Notify the initiating IM/ES of the results, as appropriate.

7.7.3.1.2.2.2. If a positive response is not received, submit a two-digit Completion Code of "C_" (lack of sufficient data) or "L_" (nonconcurrence), using the CLOS option, and provide the reason for reject provided by the managing activity. Notify the IM/ES of the results, as appropriate.

7.7.3.2. If the requested action is disapproved, ensure the initiator is advised using a two-digit Completion Code and the CLOS option in D143C.

7.7.3.3. If the IM/ES is recommending reclassification action (Reason Code 1 only), return the request to the appropriate cataloging activity with justification and supporting technical data.

7.7.3.4. If the IM/ES is requesting EA/SM review of the item to determine if it is a logical spare, forward the request in D143C to the appropriate ALC. Submit RMKS in D143C to explain the reasons that another ALC review is required (e.g., EI or NHA is managed at different ALC or vice versa).

7.7.3.5. When there is hard copy data to go with a Base 86 request, and the request is forwarded to another activity, ensure the data is labeled with the corresponding Base 86 control number and remarks indicating data was sent and how (e.g., facsimile {FAX}, mail, etc.).

7.8. Cataloging Office Responsibilities.

7.8.1. AFMC cataloging activities, other than CASC, will process Base 86 requests according to chapter 10, paragraphs 10.3 and 10.4 of this manual, as applicable.

7.8.2. CASC will receive all Base 86 requests submitted in the FSCs for which CASC is assigned (see chapter 2 of this manual for exceptions). Requests will be received on-line in D143C or on hard copy AF Form 86.

7.8.3. CASC will suspend hard copy AF Forms 86 in D143C and include all information, including the name and Defense Switched Network (DSN) of the initiator, on the input screens.

7.8.4. Review AF Forms 86 for mandatory data elements (Data Elements For Base-Initiated Request For Cataloging Data/Action, attachment 3), attempt to obtain additional data from the initiator, as required, and close requests which cannot be processed because of lack of data. ***NOTE:*** All attempts to obtain additional data from the initiator will be documented in D143C RMKS. If telephone contact cannot be made, use the "XA" MSSG Code, indicating type of data required and CASC POC's DSN in clear text. ***NOTE:*** Don't use RMKS to relay information to the initiator if the request is BATCH or TU initiated.

7.8.5. Verify the accuracy of the FSC/MMAC assigned by the initiator.

7.8.6. Perform IEC using an I&S review.

7.8.6.1. Determine if an existing NSN and/or suitable substitute NSNs can fulfill the requirement.

7.8.6.2. Determine the impact to existing I&S decisions recorded in the I&S Decision Record (ISDR) and D043B, I&S Edit and Suspense System.

7.8.7. Verify technical and management data.

7.8.8. Annotate the recommended actions in D143C RMKS.

7.8.9. If ALC review/action is warranted, forward request, via D143C, to the appropriate ALC using the Coordination (COOR) option (see paragraph 7.3 for order of decision used to determine appropriate ALC). Mail, FAX, or scan hard copy technical data to the same ALC, enter RMKS indicating how the data was sent, and request ALC to hold request until technical data is received.

7.8.10. If ALC review/action is not warranted, notify the initiator of action taken using a two-digit Completion ("M_," "L_," or "C_")or Interim ("X_") Code. ***NOTE:*** CASC is authorized o approve and change ERRC Code "N" to ERRC Code "U" (or vice-versa) according to chapter 9, paragraph 9.6. of this manual.

7.8.11. Ensure all clear text messages provided on responses are clear, concise, and self explanatory.

7.8.12. For requests requiring DD Form 1685 submittals, submit "X6" Interim MSSG Code and hold request on workbench until response is received from managing activity.

7.8.12.1. If CASC concurs and action has been taken, or an alternate/substitute NSN is provided, submit a two-digit Completion Code of "M_," using the CLOS option, explaining what action was taken in clear text.

7.8.12.2. If CASC nonconcurs, submit a two-digit Completion Code of "C_" (lack of sufficient data) or "L_" (nonconcurrence), using the CLOS option, and provide the reason for reject provided by the managing activity.

7.8.13. Process and complete all Base 86 requests within the established 60 day timeframe (20 days for requests forwarded for ALC review).

7.8.14. If requests are held on CASC workbenches longer than 60 days, due to delays in processing, the initiating activity will be notified of the delay with a "PP" MSSG Code and a new ECD. ***NOTE:*** This does not remove the delinquency status of a Base 86 request; however, it does inform the base customer of a delay in processing.

7.9. Base Responsibilities.

7.9.1. Prepare and submit Request for Cataloging Data/Action for items which meet the following criteria:

7.9.1.1. There is no known active NSN, base level demands have been established, and which qualify for inclusion in the FCP (according to AFMAN 23-110, volume. 1, part 1, chapter 7, section a, paragraph 4).

7.9.1.2. Are stocklisted but require adoption, reinstatement, or correction/addition to data elements.

7.9.1.3. The ERRC is in question and the following conditions exist:

7.9.1.3.1. The existing ERRC is incompatible with the fourth position of the SMR Code reflected in the TO (Existing ERRC does not agree with repair concept in the TO.) ***NOTE:*** Equipment Management Code (EMC) is not a cataloging data element and cannot be changed

by the cataloging activity. Changes to EMCs are initiated through the Air Force Equipment Management System (AFEMS). When the cataloging activity submits a request to change the ERRC Code, an automatic change may result in the D043 System and be passed on to AFEMS, according to system programming.

7.9.1.3.2. The item is included in a TO but no SMR Code is assigned to the item.

7.9.1.3.3. The item is not included in a TO.

7.9.2. Ensure all mandatory data elements are provided on request (TO, E/I, system, demand data, justification, etc.).

7.9.3. Review "BBS" responses. A "BBS" response is received, by the initiating activity, as a result of the input of either a hard copy, mechanized, or D143C on-line submittal of a Request for Cataloging Data/Action and provides status of requested cataloging action. The Completion/Status Codes and the error message output on the "BBS" responses are contained in attachment 2, and in AFMAN 23-110, volume 2, part 2, chapter 27, section T.

7.9.4. Ensure nonstocklisted Air Force assets are reported on a Request for Cataloging Data/Action if not reported in any other Air Force asset (i.e., L and P numbers) reporting system. Random checks will be made at frequent intervals by appropriate commands to determine how well this objective is being met. Stock control inspection, property audit, or administrative inspection of an activity will include a determination of performance against this objective.

7.10. Follow-up for Base Requests.

7.10.1. There are three types of Base 86 follow-ups a base can initiate.

7.10.1.1. A mechanized follow-up capability (BZH) is available for use by the bases via SBSS. Bases may exercise the follow-up capability if the initial response is not received as early as 30 days from submission date of the request. If an Unmatched (UNMAT) response is received from the interrogation and catalog action is still desired, the base must initiate another transaction with a new control number.

7.10.1.2. Bases may also follow-up by accessing the request in the D143C PENDING ACTIONS/ HISTORY File. They can view the latest status of the request, all RMKS entered, and the name and DSN of each individual involved in the coordination cycle of the request. On-line follow-ups may be documented by entering RMKS indicating that a follow-up was done, and, if applicable, document the CASC/ALC person spoken with, if contacted by phone.

7.10.1.3. Bases may also follow-up by sending a message/FAX to CASC or by calling the CASC HELPLINE (DSN: 932-HELP).

Chapter 8

NEW ITEM REQUESTS

8.1. Purpose. This chapter applies to cataloging activities within HQ AFMC and provides specific instructions for the preparation, control, and processing of new item requests initiated by the ALCs. Additional instructions are included in chapter 10 of this manual.

8.2. Control Number Structure.

8.2.1. New item requests, also referred to as noncataloged (NC) packages or NC numbers, are assigned a Standard Interservice Agency Serial Control Number (SIASCN), constructed according to figure 8.1and table 8.1. Air Force FERS, D143C, automatically assigns these numbers.

8.2.2. SIASCNs are assigned to all potential Air Force managed items of supply which require the assignment of an NSN. SIASCNs are assigned by the responsible ALC, as determined by FSC or MMAC assignment. Items selected for NC number assignment are selected from various source documents (e.g., provisioning documentation, Purchase Request/Military Interdepartmental Purchase Request (PR/MIPR), Request for Cataloging Data/Action, Inventory Adjustment Voucher, etc.). The IM must ensure that the required records are established and that the Request for Cataloging Data/Action is submitted through the PSO/CATM (Residual Cataloger) to the responsible cataloging activity within 10 workdays of the preparation of AFMC Form 326, **Provisioned Item Order (PIO).**

8.2.3. The activity initiating the NC number will be identified by a specific alpha SIASCN code (see figure 8.1 and table 8.1). If a MMAC is assigned, it identifies the IM and ES organization responsible for management of the item or weapon system to which the item is peculiar. The NC number identifies the item until an NSN is assigned.

8.3. IM and/or ES Responsibilities. When the requirement for a new item has been determined, the IM or ES at the ALC will:

8.3.1. Establish an NC number by inputting the required information in D143C.

8.3.1.1. Edit and submit the appropriate transaction to the D143C System.

8.3.1.1.1. The IM or ES generating the request must enter their name, office symbol, and phone extension in the appropriate places requested by the D143C submittal.

8.3.2. Requests for NSN assignment can also be initiated from the D220 facsimile 86, or directly from the Provisioning Parts List (PPL). The D220 facsimile 86 is received, verified, and annotated by the responsible IM or ES prior to being forwarded to the PSO/CATM, and is processed as a Request for Cataloging Data/Action. The PSO/CATM, as directed by the Product Directorate, can generate mechanized Requests for Cataloging Data/Action requesting NSN assignment (NC package) directly from the provisioning documents.

8.3.3. When the source document reflects more than one manufacturer and reference number for the same item-of-supply, the IM or ES will ensure the required information is recorded for each part number. If the source document reflects more than five manufacturers and reference numbers, the IM or ES will suspense those numbers not included in the original package, pending notification of NSN assignment. Upon receipt of the NSN, the IM or ES will prepare a D143C input to request the additional reference numbers be added to the assigned NSN.

8.3.3.1. When the source document is a locally prepared purchase description (PD), the PD identifying number must be structured as shown in chapter 33, table 33.1. Also, use CASC return code RT (table 8.3).

8.3.4. The IM or ES will forward the request to the PSO/CATM for further processing. A technical data package (drawings, manufacturer's catalogs, PD, etc.) will be submitted to CASC for cataloging purposes unless:

8.3.4.1. Adequate technical data (Engineering Data for Provisioning {EDFP}) was previously included in a provisioning package worked and retained by CASC (CASC will retain EDFP after the provisioning event, awaiting a list of Provisioning Line Item Sequence Numbers {PLISNs} identified for Air Force management.).

8.3.4.2. The technical data has not been revised since CASC's initial review. In addition, all non-provisioning new items require submittal of a technical data package. If the item is an explosive or other dangerous/hazardous article, the IM or ES will prepare and submit an AFMC Form 993 according to chapter 16 of this manual.

8.4. Provisioning Support Office (PSO/CATM) Responsibilities.

8.4.1. When an NC number, assigned by D143C, is received on workbench, the CATM will:

8.4.1.1. Ensure all mandatory data elements are present and correct on the Request for Cataloging Data/Action, making corrections, as necessary.

8.4.1.2. Hold NC number request in suspense until technical data is received.

8.4.1.3. Review technical data for valid part number and CAGE Code and ensure all vendor part numbers on source control and specification control drawings are entered on NC number.

8.4.1.3.1. Ensure each vendor is assigned a separate NC number for repairable items on source control drawings.

8.4.2. Release NC number Request for Cataloging Data/Action to CASC.

8.4.3. Prepare receipt letters, by FSC office, attach copy of technical data, and mail to CASC. Retain copy of receipt letter in file.

8.4.3.1. Receive signed receipt letters from CASC.

8.4.4. Maintain records of NC numbers provided to Accelerated Provisioning Conferences and Resident Integrated Logistics Support Activities (RILSA).

8.4.4.1. Provisioners will provide PSO/CATM with technical data and NC numbers used at conference for input to D143C System. Unused NC numbers will be turned in to PSO/CATM.

8.4.4.2. RILSA is responsible for providing adequate documentation to the effected lateral ALC PSO/CATM.

8.4.4.2.1. Failure by the provisioner or the RILSA to provide documentation will result in either no request for cataloging action to CASC or a J041 error notice.

8.5. Cataloging and Standardization Responsibilities.

8.5.1. Receive the 8A-_ inputs on D143C workbench.

8.5.2. Interrogate the DLSC FLIS to determine if an NSN exists (Nuclear Integrated Data System {NIDS} for Activity SC) prior to processing the NC package.

8.5.2.1. Notify the initiating ALC PSO/CATM of any proposed substitute NSNs recommended as a result of NC item review.

8.5.2.2. Ensure the requested reference number submitted on the new item request is added to the identified substitute NSN.

8.5.3. Ensure all mandatory data elements are present and correct. If not, return to the originator with the appropriate 2-position code (see table 8.3) and remarks, as applicable.

8.5.4. Check mail code.

8.5.4.1. If required data package is not atteached:

8.5.4.1.1. Contact the ALC PSO/CATM to obtain data packages or additional technical documentation required to identify the NC item if not received in ten working days.

8.5.4.1.2. Ensure that an AFMC Form 784, **Provisioning Technical Data Requirement**, has been sent to the manufacturer by the ALC PSO/CATM.

8.5.4.2. If attached technical data is insufficient for cataloging and a copy of AFMC Form 784 is not attached to the package, the CASC Logistics Data Manager (LDM) technician will prepare and forward one to the initiating ALC PSO/CATM.

8.5.5. Ensure the part numbers on the Request for Cataloging Data/Action/D143C and the technical data are compatible and properly screened.

8.5.6. When an FSC change is required, verify item names and reclassify incorrect FSCs (See CASCM 20-01, *Logistics Data Management*, chapter 44.) ***NOTE:*** The FSC and item name are the only data elements authorized to be changed by CASC LDM technicians without prior approval from the initiating ALC. (All FSC changes made by CASC will result in a JO41 error notice to the ALC since PIO input to JO41 reflects the original FSC. The new FSC will be reflected in D043A and D035.)

8.5.6.1. Ensure the item management responsibility remains at the ALC which originally assigned the NC number. Retention is accomplished by retaining the assigned MMAC, or by assigning a residual MMAC. If FSC requires MMAC be added, return to PSO/CATM.

8.5.7. Keep appropriate records of actions involving NC numbers.

8.6. Canceling an NC Number.

8.6.1. Only the responsible IM or ES can cancel an NC number in D143C. This may be the result of a CASC technician's recommendation.

8.6.2. CASC LDM technician can recommend cancellation by selecting the appropriate return code (see table 8.3) in D143C and returning NC number request to the initiating ALC PSO/CATM.

8.6.2.1. PSO/CATM will review and select appropriate instructions (see table 8.4) in D143C for ES concurrence/nonconcurrence.

8.6.2.2. ES, in concurring, will select appropriate message (see table 8.5) in D143C and coordinate through IM, PROV, and CATM.

8.6.2.3. ES, in nonconcurring, will select message (see table8.4) in D143C and provide justification in D143C. CATM will return NC number to CASC for continued processing of NSN assignment.

8.7. Substitute NSNs for New Item Requests.

8.7.1. Responsible cataloging activities may offer a substitute or an interchangeable item for a new item request. Whenever a substitute or interchangeable item is offered, the CASC LDM technician will contact the responsible ES at the initiating ALC for preliminary concurrence.

8.7.2. The cataloging activity will.

8.7.2.1. Return the NC request via the D143C System with the appropriate 2-position return code (see table 8.3.) to the initiating ALC PSO/CATM.

8.7.2.2. Add any required part numbers to the substitute or interchangeable NSN after the NC number is canceled or consolidated.

8.7.3. PSO/CATM at the initiating ALC will.

8.7.3.1. Review NSN recommended by CASC and select appropriate instruction (see table 8.4.) in D143C for action by ES.

8.7.3.1.1. Receive action from ES and close NC request for concurrence of substitute NSN.

8.7.3.1.2. Return NC request to CASC, with justification from ES, for nonconcurrence of substitute NSN.

8.7.3.1.3. Notify provisioner of action taken by ES if NC request was a result of a provisioning document.

8.7.4. The ES at the initiating ALC will.

8.7.4.1. Review the NSN recommended by CASC on NC request in D143C System.

8.7.4.2. Select the appropriate message (see table 8.5) in D143C for concurrence of substitute NSN.

8.7.4.3. Initiate an SSR, Nonconsumable Item Materiel Support Request (NIMSR), or adoption/reactivation/reinstatement, as required, to obtain support on substitute NSNs which are not Air Force used.

8.7.4.4. Select appropriate message (see table 8.5) and provide justification in D143C for nonconcurrence of substitute NSN.

Figure 8.1. NC Control Number Format.

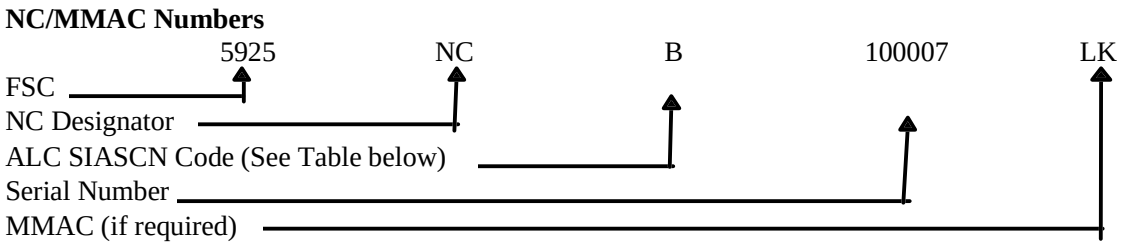


Table 8.1. ALC SIASCN Codes.

Activity	Code
Ogden (OO)-ALC	E
Oklahoma City (OC)-ALC	F
Sacramento (SM)-ALC	B
San Antonio (SA)-ALC	D
Warner Robins (WR)-ALC	C
Directorate of Special Weapons (SA-ALC/SWRC)	Y
Directorate of Aerospace Fuels Management (SA-ALC/SFS)	W
Cryptologic Support Group (CPSG/LGLC) (Security Services)	J
International Logistics Center (Wright Patterson AFB)	Q

Table 8.2. NC Return Code Matrix.

CASC Return Codes	CATM Instructional Codes	ES Reply Codes
RB	C4	DC, DN
RC	C6	DN, DR, DS
RD	C2	DC, DN
RE	C1	DA, DN
RF	C4, C5	DJ, DN, DS
RG	C6	DN, DR, DS
RH	C2	DC, DN
RI	C4, C5	DJ, DN, DS
RJ	C3	DD, DN
RK	C2	DC, DN
RL	C3	DC, DN
RM	C4, C5	DC, DN, DS
RN	C3, C6	DD, DN, DR, DS
RO	C3	DD, DN
RP - RZ	Use free form remarks, no specific codes	Use free form remarks, no specific codes
TA	C2	DC
TB	C6	DN, DR, DS
UA	C6	DN, DR, DS

Table 8.3. CASC Return Codes.

Code	Definition
FA	The FSC on this item was changed. There was a MMAC present on the NC number which will be retained with the new FSC. As reflected in the Mission Workload Assignment System (D086), the new FSC/MMAC combination is valid and no further action is required on your part.
FB	The FSC on this item was changed. There was a MMAC present on the NC number which will be retained with the new FSC. D086, the new FSC/MMAC combination is not valid and one of the following actions needs to be accomplished (1) Delete the MMAC, after coordination with the gaining ALC and transfer the item and its management to the prime FSC ALC; or (2) Submit a request to AFMC/CASC/PCA after FSC/ALC coordination to have the FSC/MMAC combination approved This will be sent to the releasing agent at the ALC for further coordination.
FC	The FSC on this item was changed. There was no MMAC present on the NC number and the FSC change will cause an ALC transfer; therefore, the residual MMAC of the original FSC has been added. Per D086, the new FSC/MMAC combination is valid and no further action is required on your part. ***NOTE: Allows residual MMAC to be entered and added to RMKS.***
FD	The FSC on this item was changed. There was no MMAC present on the NC number and the FSC change will cause an ALC transfer; therefore, the residual MMAC of the original FSC has been added. Per D086, the new FSC/MMAC combination is not valid and one of the following actions needs to be accomplished (1) Delete the MMAC, after coordination with the gaining ALC and transfer the item and its management to the prime FSC ALC; or (2) Submit a request to AFMC/CASC/PCA after FSC/ALC coordination to have the FSC/MMAC combination approved. ***NOTE: Allows residual MMAC to be entered and added to RMKS.*** This will be sent to the releasing agent at the ALC for further coordination..
FE	The FSC on this item was changed. No MMAC is required as both FSCs are prime at your ALC.
IA	The item name, _____, has been entered into the characteristics data under Master Requirement Code (MRC) FEAT (Special Features) and into RMKS of the D143C System.
RB	A preferred item has been found. The proposed new item is nonpreferred and no NSN is assigned to the preferred reference number. ***NOTE:*** This takes the request off the CASC workbench, places it on an ALC workbench, and leaves it in pending action.
RC	A preferred item has been found. The reference number to which the NC number is assigned should be added to the preferred NSN and no users are recorded on the preferred NSN. ***NOTE:*** This takes the request off the CASC workbench, places it on an ALC workbench, and leaves it in pending action.
RD	A preferred item has been found. The reference number to which the NC number is assigned should be added to the preferred NSN and the Air Force is the manager of the preferred NSN. ***NOTE:*** This takes the request off the CASC workbench, places it on an ALC workbench, and leaves it in pending action.
RE	A preferred item has been found. The reference number to which the NC number is assigned should be added to the preferred NSN and the Air Force is a user, but another activity is the manager of the preferred NSN. ***NOTE:*** This takes the request off the CASC workbench, places it on an ALC workbench, and leaves it in pending action.

RF	A preferred item has been found. The reference number to which the NC number is assigned should be added to the preferred NSN but, the Air Force is not a user, and another activity is the manager of the preferred NSN. ***NOTE:*** This takes the request off the CASC workbench, places it on an ALC workbench, and leaves it in pending action.
RG	A preferred item has been found. The reference number to which the NC number is assigned should not be added to the preferred NSN and no users are recorded on the preferred NSN. ***NOTE:*** This takes the request off the CASC workbench, places it on an ALC workbench, and leaves it in pending action.
RH	A preferred item has been found. The reference number to which the NC number is assigned should NOT be added to the preferred NSN and the Air Force is the manager of the preferred NSN. ***NOTE:*** This takes the request off the CASC workbench, places it on an ALC workbench, and leaves it in pending action.
RI	A preferred item has been found. The reference number to which the NC number is assigned should not be added to the preferred NSN and the Air Force is not a user, but another activity is the manager of the preferred NSN. ***NOTE:*** This takes the request off the CASC workbench, places it on an ALC workbench, and leaves it in pending action.
RJ	A preferred item has been found. The item of supply to which the NC number is assigned has been previously submitted with a different NC number and has not been assigned an NSN. The reference number should be added as an exact match and no other reference number is to be added to the previously submitted NC number. ***NOTE:*** This takes the request off the CASC workbench, places it on an ALC workbench, and leaves it in pending action.
RK	A preferred item has been found. The item of supply to which the NC number is assigned has been previously submitted with a different NC number and has not been assigned an NSN. A new reference number should be added to the NSN that will be assigned to the previously submitted NC number. ***NOTE:*** This takes the request off the CASC workbench, places it on an ALC workbench, and leaves it in pending action.
RL	A preferred item has been found. The item of supply to which the NC number is assigned should be source coded “A,” (assembly at any level) and all parts of the assembly are assigned NSNs and the Air Force is the manager or user of all NSNs that make up the assembly. ***NOTE:*** This takes the request off the CASC workbench, places it on an ALC workbench, and leaves it in pending action.
RM	A preferred item has been found. The item of supply to which the NC number is assigned should be source coded “A,” (assembly at any level) and all parts of the assembly are assigned NSNs and all non-Air Force-used NSNs that make up the assembly are managed by another activity. ***NOTE:*** This takes the request off the CASC workbench, places it on an ALC workbench, and leaves it in pending action.
RN	A preferred item has been found. The item of supply to which the NC number is assigned should be source coded “A,” (assembly at any level) and all parts of the assembly are assigned NSNs and all non-Air Force-used NSNs that make up the assembly have no users. ***NOTE:*** This takes the request off the CASC workbench, places it on an ALC workbench, and leaves it in pending action.
RO	A preferred item has been found. The item of supply to which the NC number is assigned should be source coded “M.” The item is manufactured from bulk material as specified in engineering documents, drawings, etc. ***NOTE:*** This takes the request off the CASC workbench, places it on an ALC workbench, and leaves it in pending action.

RP	The drawing does not meet criteria in DoD-STD-100 for Vendor Item Drawing, Source Control, Selected Item, or Altered Item. ALC must justify or modify NC package.
RQ	The Purchase Description (PD) document is not included in the NC packeage.
RR	The PD reference number is not properly formatted.
RT	The ALC will take action to initiate a project within 5 working days to convert the PD to a *DoD Index of Specifications and Standards (DoDISS)* type document.
RZ	Returned to the ALC for other reasons. See remarks (RMKS) in D143C for specific requested action.
TA	Exact Match - Air Force Used. The reference number and CAGE Code submitted match an NSN currently used by the Air Force. ***NOTE:*** This takes the request off the CASC workbench and places it on an ALC workbench.
TB	Exact Match - No users or only foreign country MOE Rules. The reference number and CAGE Code submitted match an NSN that is not currently used by the Air Force. ***NOTE:*** This takes the request off the CASC workbench and places it on an ALC workbench.
UA	Exact Match - Non-Air Force-used (other S/A managed). The reference number and CAGE Code submitted match an NSN that is currently used by the Air Force. In order for the Air Force to be added as a user, you must submit an SSR or JLC Form 17 or 19 to the PICA to add the Air Force as a user. ***NOTE:*** This takes the request off the CASC workbench, places it on an ALC workbench, and leaves it open in pending action.

Table 8.4. ALC/CATM Instruction Codes.

Code	Description
C1	If you concur with the CASC recommendation, select MSSG "DA" to add, change, or delete the part number to the Air Force SICA NSN.
C2	If you concur with the CASC recommendation, select MSSG "DC" and consolidate the NC number with the NSN provided by CASC. Do you want to add the part number (Yes/No).
C3	If you concur with the CASC recommendation, select MSSG "DD" to delete the NC number and stop procurement.
C4	If you concur with the CASC recommendation, complete AF Form 918**, Supply Support Request (SSR),** to activity "XX" and forward to "XXXX XXXX" (where XX is the activity code and XXXX XXXX is the position code and ID code of the person who handles this form at the ALC. The system will prompt for each of these). ***NOTE: No message code is required; however, use the RMKS screen to provide SSR date.***
C5	If you concur with the CASC recommendation, select MSSG "DJ" and submit JLC Form 17 to the ALC interservice focal point and forward to "XXXX XXXX" (where XXXX XXXX is the position code and ID code of the person who handles this form at the ALC. The system will prompt for each of these).

C6	If you concur with the CASC recommendation, select MSSG "DR" for ALC management. For DLA management, (***NOTE: No message code is required)*** complete AFMC Form 918 to activity "XX" and forward to "XXXX XXXX" (where XXXX XXXX is the position code and ID code of the person who handles this form at the ALC. The system will prompt for each of these).
N1	If you nonconcur with the CASC recommendation, provide the justification in RMKS, then select MSSG "DN."

Table 8.5. ALC/ES Reply Codes.

Code	Description
DA	Concur. Add/change part number to Air Force SICA NSN. CASC will submit DD Form 1685.
DC	Concur. The system will consolidate the NC number with NSN or FSC/NC number from the CASC message. Do you want to add the part number? Yes/No.
DD	Concur. The system will delete the NC number. The IM/PROV must stop procurement.
DJ	Concur. ALC must initiate JLC Form 17 to another service for support action. ALC must use option 8 under NSN revision to preposition Air Force unique SICA CMD.
DN	Nonconcur. ALC must provide justification in RMKS.
DR	Concur. ALC must use option 1 under NSN revision to reactiviate, reinstate, or adopt.
DS	Concur. ALC must submit AFMC Form 918, to another service or agency. ***NOTE: The ES is unable to generate the "DS" reply code (Refer to XS codes on base 86s.) Use RMKS to tell provisioning that the SSR has been initiated.***

Chapter 9

CATALOGING REVISION REQUESTS

9.1. Introduction. This chapter pertains to the processing of additions, changes, and deletions to the DLSC TIR or internal Air Force systems on existing NSNs, which have been initiated or authorized by the IM)or ES, by another S/A, or upon discovery of incompatible data elements. These revisions include, but are not limited to, changes in the following data elements: FSC, item name, MOE Rule, CAGE Code or reference numbers and related data, standardization codes, CMD elements, and characteristics data. The IM or ES will submit requests for revisions through the Air Force/FERS, D143C, or by hard copy AF Form 86, through the PSO/CATM (Residual Cataloger). In the event a significant volume of actions are required, which could be handled more efficiently as a special project, submit a written request to the responsible cataloging activity. ***NOTE:*** Requests to CASC will be addressed to the CASC/LG Special Projects Control Monitor. Priority stocklist change procedures are contained in chapter 13 of this manual.

9.2. Director/Materiel Management (DMM) Responsibilities.

9.2.1. Ensure that Supply Support Requests (SSR) or Nonconsumable Item Materiel Support Requests (NIMSR) are prepared and submitted, as required. (See DoD 4140.26-M, AFMCI 23-101, and AFMCI 23-201, *Logistics Materiel Control Activity Operating Instruction.*) Internal D/MM processing of SSRs and NIMSRs are addressed in chapter 7, paragraphs 7.5 and 7.6 of this manual.

9.2.2. When the Air Force is to be supported by another S/A, for consumable or nonconsumable items, the following CMD elements will be suspensed in D143C: Materiel Management Aggregation Code (MMAC), SoS, AAC, Unit of Issue (U/I), Fund Code, ERRC Code, and Budget Code.

9.3. IM and ES Responsibilities.

9.3.1. Initiate revisions in D143C, accessing Option 1 of the main menu. There are currently 14 revision categories available in D143C. Some options will operate directly on FLIS, which will update the Master Item Identification Control System, D043, and downstream Air Force systems, while others will only affect D043 (and downstream Air Force systems). Following the on-screen prerequisite information insures completing the requested action with essential coordination. ***NOTE:*** CASC is authorized to approve and change ERRC Code “N” to ERRC Code “U” (or vice-versa) according to chapter 9, paragraph 9.6 of this manual.

9.3.1.1. D143C automatically assigns control numbers and predetermined workbenching footprints. This allows for process flow to those who "add value" to the transaction by immediate electronic transfer once a person completes the required tasks within the revision process (See table 9.3. for D143C NIIN message codes.) Continued monitoring of an IM/ES's D143C workbench will allow for quick response in case problems arise.

9.3.1.2. As an aid to communication, D143C provides Option 7. This IM comment screen is available at all times to attach a comment to a NSN item, managed or used by the Air Force.

9.3.1.3. Provide supporting data to the PSO/CATM immediately after D143C initiation of a revision requiring such information.

9.3.2. Deletion of an NSN can take place a number of ways.

9.3.2.1. The DIIP will automatically screen and delete items after five (5) years of inactivity.

9.3.2.2. An AAC change to "Y" in D143C will remove the Air Force, as a recorded user, within one (1) year, unless the item is freeze-coded in the Air Force Equipment Management System (AFEMS), C001, the item is in an I&S relationship, or the Air Force is supporting another S/A. In these cases D043 will change the AAC to an "X." Other actions must be taken before an AAC "X" can be removed and the deletion process continue.

9.3.2.2.1. If the NSN is an AFEMS freeze-coded item, send a letter requesting deletion to the 78th Air Base Wing (ABW), Allowance Standards Branch, 375 Perry Street, Robins AFB GA 31098-1863. The item will be deleted from AFEMS and delete action will automatically begin on the NSN.

9.3.2.2.2. If the item is in an I&S relationship, request the cataloging activity remove the item from the relationship.

9.3.2.2.3. If the item is in support of another S/A, coordinate for logistics reassignment.

9.3.3. Actions Which Cannot Be Accomplished Using D143C.

9.3.3.1. Changes to prices/costs related to Materiel Support Division (MSD) items (identified by Budget Code 8, Fund Code SF) cannot be changed using D143C. These must be done in D200N, *Recoverable Item Stratification*. However, other-funded items may have their price changed using D143C.

9.3.3.2. The Acquisition Method Code (AMC) and Acquisition Method Suffix Code (AMSC) can be changed using *Undefinitized Contractual Actions Management System*, J090. D143C cannot be used for changes to these elements.

9.3.4. In the interim, until those revisions not yet in D143C are programmed, IMs/ESs must resort to hard copy AF Forms 86 or the Key-Plus System, in cooperation with the PSO/CATM of your activity. In those instances which require supporting data, provide technical data to PSO/CATM for support of the requested action (e.g., in cases of FSC change, reference number additions, etc.).

9.4. Provisioning Support Office (PSO)/CATM (Residual Cataloger) Responsi bilities.

9.4.1. Review or prepare Requests for Cataloging Data/Action, as required.

9.4.2. Interrogate D143C to ascertain the status of Requests for Cataloging Data/Actions (See table 9.2 for D143C NIIN nessage codes.)

9.4.3. Ensure that control numbers outside of D143C are properly constructed and not duplicated in accordance with figure 9.1 and table 9.1.

9.4.4. Forward supporting/technical data, provided by the IM/ES, to the responsible cataloging activity immediately after release of a revision requiring such information.

9.5. Cataloging Activity Responsibilities.

9.5.1. Access D143C to obtain cataloging revision requests. ***NOTE:*** CASC is authorized to approve and change ERRC Code “N” to ERRC Code “U” (or vice-versa) according to chapter 9, paragraph 9.6 of this manual.

9.5.1.1. Perform necessary actions to complete the requested revision within the policy and procedural guidelines and systems' edits of the Air Force and FLIS. This should include, but may not

be limited to, a total item review to verify that the change being requested will result in the most complete, accurate, and current cataloging data available (See table 9.4 for NIIN message codes.)

9.5.1.2. Use any forms of communication available, including the Remarks option (RMKS) in D143C, to verify the intent of the request, if any questions arise or a potential conflict with policy and procedure would occur.

9.5.2. Receive hard copy AF Form 86 revisions, with supporting data, from PSO/CATM.

9.5.2.1. Perform necessary actions to complete the requested revision within the policy and procedural guidelines and the systems' edits of the catalog. This should include, but may not be limited to, a total item review to verify that the change being requested will result in the most complete, accurate, and current cataloging data available.

9.5.3. Receive and respond to all challenges to alleged invalid or uncollaborated logistics actions affecting the catalog; e.g., reassignments, Demilitarization (DEMIL)-Controlled Inventory Item Code (CIIC) changes, etc.

9.6. HQ AFMC ERRC Policy for Nonweapon Related DLA or GSA Managed NSNs.

9.6.1. The Air Force CASC has the authority to approve and change an ERRC Code N to ERRC Code U (or vice-versa) on an NSN. This policy applies only to DLA or GSA managed NSNs which are not components of service managed (Air Force or other) equipment/systems and currently reflect ERRC Codes N or U. All other ERRC Code decisions will be directed to the appropriate ALC. This policy does not include changes to or from any other ERRC Codes.

9.6.2. CASC will.

9.6.2.1. Assign an ERRC Code Monitor to approve/disapprove all base initiated ERRC Code changes for NSNs falling within the parameters outlined in paragraph 9.6.1.

9.6.2.2. Work with HQ AFMC/LGSW, Supply Operations Division, Weapon System Support Branch, to resolve and clarify unprecedented decisions.

9.6.2.3. Notify HQ AFMC/LGIM, Item Management Division, Materiel Identification Branch, of problems that arise as a result of or concerning this policy.

9.6.3. HQ AFMC/LGSW will:

9.6.3.1. Have final say on all unprecedented decisions.

9.6.3.2. Reserve the right to reverse decisions at any time.

9.6.4. ALCs will:

9.6.4.1. Determine ERRC Code changes to all NSNs that do not fall within the parameters outlined in paragraph 9.6.1. The ERRC Code is an Air Force peculiar data element and must be determined by the Air Force, as Secondary Inventory Control Activity (SICA), regardless of which S/A (DLA/GSA) is recorded as PICA.

9.6.4.2. Submit all ALC initiated ERRC Code revision requests via D143C or hard copy AF Form 86.

Figure 9.1. ALC Revision Control Number Format.

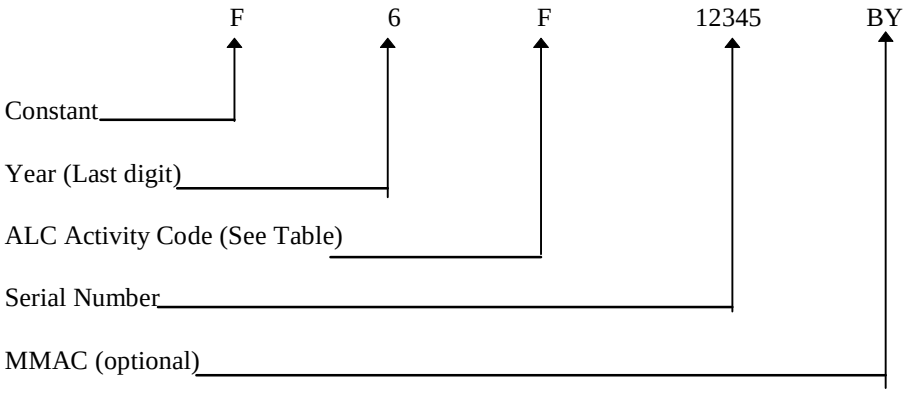


Table 9.1. ALC Activity Code.

Activity	Code
Ogden (OO)-ALC	G
Oklahoma City (OC)-ALC	H
Sacramento (SM)-ALC	F
San Antonio (SA)-ALC	P
Warner Robins (WR)-ALC	L
HQ AFMC Logistics Management/MML	N
Directorate of Special Weapons Management (SA-ALC/SWRC)	K
Directorate of Aerospace Fuels Management (SA-ALC/SFS)	Z
Cryptologic Support Group (CPSG/LGLC) (Security Services)	D
Cataloging and Standardization Center (CASC) (Battle Creek MI)	T

Table 9.2. Messages for NIINs. Full Text Messages for Catalogers Only.

Code	Description
AB	The requested action has previously been accomplished. Phase out the request from Pending File with the appropriate 'H' Code.
AC	The revision is returned to the ALC for additional/corrected data. See Remarks (RMKS) for specifics needed.
AD	CASC nonconcurs with the requested action. See RMKS for justification.
AE	This item was returned to CASC in error. Contact your ALC focal point/trainer for additional guidance.
A6	DD Form 1685 has been submitted to request a change to non-AF managed logistics management data. Request should be accomplished within 60 days. See RMKS.

Table 9.3. Messages for NIINs. Full Text Messages for ALC Users.

Code	Description
HC	Initiator concurs with CASC recommendation. Return to CASC with additional information for action/close out.
HD	Initiator concurs with CASC request. System will delete revision.
HL	Nonconcur with CASC request. Use free form Remarks to return to CASC.
HN	Initiator nonconcurs with CASC request. Return to CASC for completion.

Table 9.4. Messages for Prepositioned CMD Processing. Full Text Messages for Catalogers Only.

Code	Description
AC	This revision is returned to the ALC for additional/corrected data. Please see RMKS for specifics needed.
AD	CASC nonconcurs with the requested action. See RMKS for justification.

AE	This item was returned to CASC in error. Contact your ALC focal point/trainer for additional guidance.
AF	Returned to the ALC for other reasons. See RMKS in D143C for specific requested action.
AG	System will consolidate the SIASCN with NSN.
AR	Resuspend prepositioned data (8A1/E). If FLIS KIM product is not received within 90 days, the request will be placed on a workbench for additional review.

Chapter 10

CATALOGING AND STANDARDIZATION PROCESSES AT SPECIAL ACTIVITIES

10.1. Introduction. This chapter provides policy concerning the processing of cataloging and standardization actions in those FSCs or FSGs managed by special activities within AFMC. Transactions for input to the various AFMC cataloging and standardization systems are contained in chapters 7, 8, and 9 of this manual and will not be repeated here.

10.2. General.

10.2.1. The special cataloging activities and the FSCs, FSGs, or MMACs they manage are listed in attachment 4. ***NOTE: These are the basic rules, all rules have exceptions.*** The ALCs and bases will forward any cataloging and standardization requests for these activities directly to the responsible cataloging activity. When the CASC receives requests in these FSCs, FSGs, or MMACs they will be rerouted to the appropriate activity. CASC is responsible for submitting all cataloging and standardization actions for the Cryptologic Support Group, Activity SJ and the Directorate of Aerospace Fuels Management, Activity SP.

10.2.2. Special cataloging activities, Directorate of Nuclear Weapons Management, Activity SC; Air Force Services Agency, Activity SR; and Air Force Clothing and Textile Office, Activity ST are authorized to submit all cataloging and standardization actions within their assigned FSGs, FSCs, and MMACs. These actions are submitted according to FLIS Procedures Manual, DoD 4100.39-M, either directly to DLSC or through the applicable IMM or lead service.

10.2.2.1. Cataloging and standardization actions for Activities SJ and SP are submitted by CASC and the DPSC is the submitter for Air Force Medical Logistics Office, Activity TT.

10.2.3. These activities are responsible for submitting transactions for the following:

10.2.3.1. Identification data (FLIS segment A).

10.2.3.2. MOE Rule data (FLIS segment B).

10.2.3.2.1. When submitting MOE Rule actions, these activities will be recorded as either PICA or Secondary Inventory Control Activity (SICA). When Air Force is to be supported by another S/A, requests will be processed according to chapter 9 of this manual.

10.2.3.2.2. If another Air Force activity is currently recorded on the item, support will be obtained from the Air Force activity recorded as PICA or SICA.

10.2.3.3. Reference number data (FLIS segment C).

10.2.3.3.1. Activity Code SJ manages all Air Force items with a CAGE Code of 98230 and a reference number category code (RNCC) of 1 or 3, regardless of FSC.

10.2.3.4. Standardization decision data (FLIS segment E).

10.2.3.4.1. Input by the activity recorded in the SD-1, *Standardization Directory*, with Item Reduction Study (IRS) responsibility for the FSC.

10.2.3.5. CMD (FLIS segment H).

NOTE:

Special activities cannot submit FLIS segment G, freight data, or segment V, characteristics data.

10.3. Processing Procedures.

10.3.1. Assignment and control of noncataloged (NC), ND, and kit (K) numbers.

10.3.1.1. As required, these activities assign NC, ND, and K numbers and establish the controls necessary to ensure the timely assignment of NSNs or initiation of deletion actions, as applicable.

10.3.1.1.1. Air Force FERS, D143C processing.

10.3.1.1.1.1. Activities SC, SJ, and SP have the capability of establishing NC, ND, and K numbers in D143C.

10.3.1.1.1.2. These actions are routed through D143C for editing and forwarding to Master Item Identification Control System (MIICS), D043.

10.3.1.1.1.3. Actions failing to pass the D143C edits are returned to the initiator for correction and resubmittal, if required.

10.3.1.1.2. Other Processing.

10.3.1.1.2.1. Activities SR and ST do not have D143C capability.

10.3.1.1.2.1.1. Activity ST will forward their transactions to HQ AFMC/MSG for processing.

10.3.1.1.2.1.2. Activity SR will forward their transactions to DLSC for processing.

10.3.1.2. The assignment of an NC is prepared according to the instructions in chapter 8 of this manual.

10.3.1.2.1. Once an NC number is established, revision to the CMD recorded in Master Item Identification Data Base (MIIDB), D043A System, is not authorized until the NSN is assigned. Required changes are made citing the assigned NSN. Deletions of NC numbers may be submitted using the format reflected in chapter 8 of this manual.

10.3.1.2.2. Deletion of completed established records are submitted using Document Identifier Code (DIC) “8C1-N” per chapter 8 of this manual (for those activities without D143C capability).

10.3.1.3. The assignment of ND and K numbers and additions, changes, deletions to data elements for ND and K numbers are accomplished per chapter 6 of this manual.

10.3.1.4. An NC or ND number may be consolidated with an NC number or NSN per chapter 8 of this manual.

10.3.2. Base initiated Requests for Cataloging Data/Action.

10.3.2.1. These activities will establish the controls necessary to ensure the timely processing of the request and replies to the initiator.

10.3.2.2. If review of the Request for Cataloging Data/Action reveals the items are improperly routed, the activity will determine the correct FSC and forward the request to the responsible cataloging activity. The initiators are advised of the reclassification actions and of the new location.

10.3.2.3. Refer to chapter 7 of this manual for additional instructions on processing base initiated Requests for Cataloging Data/Action.

10.3.3. Revisions for additions, changes, and deletions to established records will be processed per chapter 9 of this manual.

10.3.4. CMD:

10.3.4.1. In addition to the responsibility for the initial recording and file maintenance of CMD for the items managed, these activities are responsible for the initial recording and file maintenance of the Air Force CMD for the items that are managed for them by other IMMs or lead services.

10.3.4.1.1. FSG 89, managed and cataloged by Activity SR, requires no service CMD since the data would only mirror the IMM line of CMD.

10.3.4.1.2. Medical items, cataloged by Activity TT, will have CMD that mirrors the IMM line of CMD exactly. Air Force peculiar data is not applicable.

10.3.4.2. Upon processing the initial recording or change to established CMD by the IMM or lead service, DLSC will notify these activities by DIC "KIM." These activities, upon receipt of the "KIM," will record or change the Air Force CMD, as required.

10.3.5. Each activity will perform the following:

10.3.5.1. Standardization I&S review.

10.3.5.2. Review and resubmit returns or rejects from DLSC, IMM, or lead service, if required.

10.3.5.3. Submit recommended cataloging changes, by letter or Data Exchange and/or Proposed Revision of Catalog Data, DD Form 1685, to other Air Force activities.

10.4. Cataloging Requests Processed by the Directorate of Nuclear Weapons Management, SA-ALC, Activity Code SC. This activity will submit and receive federal catalog data using the NIMACS through the Field Command, Defense Nuclear Agency, Kirtland AFB NM. The NIMACS provides true file data (using established FLIS formats and DICs) to activity SC as additions and changes occur. The Nuclear Ordnance Cataloging Office (NOCO) file data is reformatted and passed to HQ AFMC/MSG for entry into D043.

Chapter 11

SECURITY CLASSIFIED CATALOG DATA

11.1. Methods of Physical Security Classification. Three methods of Physical Security Classification are used in the USAF supply system. These methods do not represent the security classification of the catalog entry but refer to the physical item and are used, as appropriate, when submitting catalog data for items which require safeguarding.

11.1.1. Method 1. DoD Controlled Inventory Item (formerly Physical Security Classification) Codes (CIIC), authorized by the DoD 4100.39-M, volume 10, chapter 4, table 61, are listed in table 11.1. In addition, those codes specifically authorized for, and applicable to, nuclear ordnance items and USAF/Electronic Systems Command (ESC) cryptologic items are listed in table 11.2 (Method 2) and table 11.3 (Method 3).

Table 11.1. Department of Defense Controlled Inventory Item Codes.

Code	Definition
C	Confidential
S	Secret
T	Top Secret
U	Unclassified

11.1.2. Method 2. CIICs, authorized by DoD 4100.39-M and assigned by the Department of Energy (DOE) or its contractors, are used on all forms and in publications specifically related to nuclear ordnance items, regardless of the degree of security, as listed in table 11.2. For additional DoD CIICs, see table 11.1. The DOE classification codes appear in the C1100-ML/IL-AF(CM) USAF Federal Supply Catalog covering nuclear ordnance.

11.1.3. Method 3. CIICs, authorized by DoD 4100.39-M and assigned to USAF/ESC, are used on all forms and publications specifically related to cryptologic items, regardless of the degree of security, as listed in table 11.3. For additional DoD CIICs, see table 11.1, Method 1. Cryptologic item data for the Air Force Cryptologic Support Center (AFCSC) items with MMACs of CI, CS, CA, CE, or TF appear in the DLSC prepared Federal Logistics Data on Compact Disk (FEDLOG).

NOTE:

For an inclusive list of all CIICs, including Sensitive Item Codes and Pilferage Item Codes, refer to DoD 4100-39.M, volume 10, chapter 4, table 61.

Table 11.2. DoD CIICs for Nuclear Ordnance Items.

Code	Definition
A	Confidential, Formerly Restricted Data (C-FRD)
B	Confidential, Restricted Data (C-RD)
G	Secret, Formerly Restricted Data (S-FRD)
H	Secret, Restricted Data (S-RD)
K	Top Secret, Formerly Restricted Data (TS-FRD)

L	Top Secret, Restricted Data (TS-RD)

Table 11.3. DoD CIICs for Cryptologic Items.

Code	Definition
D	Confidential Cryptologic
E	Secret, Cryptologic
F	Top Secret, Cryptologic
9	Controlled Cryptographic Item

11.2. Procedures. To ensure uniform submittal and processing of security classification data, including direct submittal of such data to DLSC for NSN assignment, the following special procedures, supplemental to normal operating procedures, are used:

11.2.1. Appropriate AFMC supply catalog data transmittal forms, transmitting Item Identifications (II) containing security classified information, and data to be published in C1100-ML/IL-AF(CM), are prepared and submitted as prescribed for other catalog data, except that all activities must comply with AFI 31-401 (formerly AFR 205-1), *Managing the Information Security Program*, other supplemental security directives, and DoD 4100.39-M.

11.2.2. In other than the nuclear area, IIs containing security classified information are prepared using the reference method, or Type 4, 4A, or 4B II format. All security classified data is omitted from these IIs. When necessary, changes to the name of the item are made to preclude compromise of security classified information. In such instances, the following note is added at the bottom of the II: “In describing this item, the reference method or Type 4, 4A, or 4B II format is used to preclude compromise of security classified information.”

11.2.3. When an II, described by using the reference method or Type 4, 4A, or 4B II format, becomes declassified, the responsible activity will initiate action to change the type of II to Type 1, 1A, or 1B, as applicable.

Chapter 12

DD FORM 1685 AND JLC FORMS 17 AND 19 COLLABORATION/COORDINATION

12.1. General. This chapter contains procedures for processing DD Forms 1685, Data Exchange and/or Proposed Revision of Catalog Data, cataloging and standardization aspects of JLC Form 17, Nonconsumable Item Material Support Request (NIMSR), and the cataloging and standardization aspects of the JLC Form 19**, PICA/SICA Management Level Change and/or Reassignment Request**. Additionally, guidance is provided for processing letters, messages, and telephone requests when collaboration is required.

12.2. Processing DD Forms 1685. DD Form 1685 is used to request collaboration between services' and agencies' cataloging activities. For Air Force purposes, DD Form 1685 is used to add, change, or delete characteristics data, reference numbers, FSCs, NSNs, etc. It is not used for logistics reassignments. All logistics reassignments must be collaborated through the FSC or MMAC ALC. DD Form 1685 may be used to coordinate Level of Authority (LOA) changes or MOE Rule changes, which do not transfer the item management responsibility to or from the Air Force. An example would be to collaborate a MOE Rule change of FATX to FEKZ, which is generally a result of a reclassification. The CASC uses DD Form 1685 when requesting collaboration in the above circumstances; however, the ALCs will not use this form. When collaboration is required between an ALC and a DLA or GSA activity, it will be accomplished by letter, message, electromail (e-mail), or telephone at the discretion of the ALC. When collaboration is required between the ALC and other services, refer to paragraph 12.4 of this chapter. When DD Form 1685 is used, collaboration is accomplished according to FLIS Procedures Manual, DoD 4100.39-M, volume 2, chapter 2. appendix 2-2-A is a guide used to indicate which cataloging actions require collaboration.

12.3. CASC DD Form 1685 Processing. CASC will control, suspense, and process all DD Forms 1685 initiated by another service or agency. (Refer to CASCM 20-01, chapter 25 for specific instructions.)

12.4. Processing JLC Forms 17 and 19.

12.4.1. ALC Responsibility. ***NOTE:*** Only the ALCs are authorized to process or initiate these forms within the Air Force. CASC is not involved in the control, coordination, or processing of these forms.

12.4.1.1. JLC Form 17 is used by the ALCs and other military service activities when requesting materiel support for nonconsumable items managed by another service.

12.4.1.2. JLC Form 19 is used by the ALCs and military services whenever:

12.4.1.2.1. Collaborating, coordinating, or requesting a MOE Rule change between services. If another service is the PICA and an intra-Air Force logistics transfer is required, the losing ALC will collaborate with the gaining ALC. The gaining ALC will prepare the 8C1 "S" transaction to suspend CMD in D036 when the JLC Form 19 is sent to the PICA. If the Air Force is to become the PICA, process according to chapter 9 of this manual after collaboration with all SICAs and system managers.

12.4.1.2.2. Collaborating or requesting deletion of MOE Rule data between services. ***NOTE:*** CASC can submit MOE Rule deletion actions for Air Force SICA MOE Rules when the PICA activity does not respond to JLC Forms 19.

12.4.1.2.3. A request is made to change an item from consumable to nonconsumable or nonconsumable to consumable.

12.4.1.2.4. Any other type of management level change is proposed.

12.4.1.3. When collaboration or coordination of JLC Forms 17 and 19 is complete, process cataloging actions according to chapters 6-10 of this manual. The use of these forms is covered by AFMCR 400-21, *Wholesale Item Management and Logistics Support of Multiservice Used Nonconsumable Items*

12.4.2. CASC Responsibilities. Other service initiated JLC Forms 17 and 19 received by CASC will be forwarded to the Provisioning Support Office (PSO)/CATM (Residual Cataloger) at the applicable ALC for processing.

12.5. Exclusions. Those items excluded in chapter 2 of this manual are excluded from the purview of this chapter. DD Forms 1685 and JLC Forms 17 and 19 will be forwarded to the responsible cataloging activity identified in chapter 2, paragraph 2 and processed according to that activity's current local procedures.

Chapter 13

PRIORITY SYSTEM FOR OBTAINING NATIONAL STOCK NUMBERS (NSN) AND PRIORITY STOCKLIST CHANGES (PSLC)

13.1. Priority FLIS Processing. Priority indicator codes are used by the FLIS to expedite NSN assignment. DoD 4100.39-M, volume 10, chapter 4, table 24, contains these codes, which deal with how fast FLIS reacts to a cataloging request.

13.2. Priority System for Obtaining NSNs. Note that there is a small or limited time differential in the actual FLIS processing time between the various priority codes. When an NSN is needed in an emergency, particular attention will be given to the handling of Requests for Cataloging Data/Action. In expediting NSN assignment, between the IM and the responsible cataloging office, the transmittal of Request for Cataloging Data/Action data can be accomplished by priority message, electro-mail (e-mail), or facsimile depending on the urgency of the required NSN. The immediate initiation and release of an NC request, to the CASC, in the FLIS FERS, D143C System, will achieve approximately the same results, provided adequate support data is furnished, while maintaining record management and control.

13.3. PSLC.

13.3.1. When an IM determines that logistical support is being seriously jeopardized due to erroneous catalog data, an expeditious revision, using the PSLC method, may be submitted through the ALC focal point assigned to the Provisioning Support Office (PSO)/CATM (Residual Cataloger).

13.3.1.1. As changes occur, to the person, office, or communication links of the ALC focal point for PSLCs, notify the CASC PSLC monitor. Attachment 5 is a list of ALC focal points and CASC PSLC monitors/alternates.

13.3.2. Any request which requires an immediate change can be submitted as a PSLC. This includes Unit of Issue (U/I) (outside the annual surcharge update blackout) and any data elements in segments A, B, C, E, H, or V; but excludes the item pricing structure for the MSD and changing the AAC to “Y” of an item of supply. In the latter case, an 8C1-T transaction must be submitted through D143C.

13.3.3. The ALC focal point will submit these requests to the CASC PSLC monitor (or alternate) by telephone, directly or through the CASC HelpLine, DSN 932-HELP, identifying the NSN, specific change(s) required, and the assigned ALC control number.

13.3.3.1. If the number of NSNs requiring stocklist change exceeds 25, submit requests by e-mail or facsimile to the CASC PSLC monitor. Major revisions may require more (and specific) information. For example, when the change request is for an ERRC Code change or reactivation, the related SoS, AAC, Fund Code, U/I, Budget Code, Unit Price, PVC, and MOE Rule must also be submitted.

Chapter 14

NSN ASSIGNMENT BEFORE ACCEPTING DELIVERY AND SHIPMENT WITHOUT NSN

14.1. Purpose. This chapter establishes policies and responsibilities for identifying items of supply in the FCP before delivery to USAF activities.

14.2. Policy. NSN assignment will be completed prior to shipment by a contractor. Air Force policy for identifying and cataloging items of supply entering the Air Force inventory is contained in AFMAN 23-110, volume 1, part 1, chapter 7, section A. Acquisition contracts for such items require the government contractor to furnish the data essential to accomplish standardization, materiel identification, cataloging, NSN assignment, and logistics management data determinations. The responsible cataloging and standardization activity will ensure that materiel identifications are prepared for all acquired items which require NSN assignment. The System Program Director (SPD) or End Article Item Manager (EAIM) will ensure availability of Engineering Data for Provisioning (EDFP) technical documentation sufficient for complete IEC, materiel identification, NSN assignment, and logistics management data determination.

14.3. Waiver of NSN Requirement Prior to Shipment. In the interest of effective supply support, deviations from the above policy may be granted by HQ AFMC/LGSM. The SPD, EAIM, or the FSC IM may grant waivers for shipment of items without an NSN from a contractor facility when any of the following conditions exist:

14.3.1. Items listed in test support tables for which NSNs are not available and further efforts to obtain an NSN will delay a test program.

14.3.2. Items requisitioned for immediate requirements such as Mission Capability (MICAP) support. Shipments under these exceptions are limited only to actual quantities for valid emergency requirements.

14.4. Special Procedure. The SPD, EAIM, or FSC IM, as appropriate, will ensure the item is properly identified if the item is specified as dangerous material according to AFJMAN 24-204 (formerly AFR 71-4), *Preparing Hazardous Materials for Military Air Shipments*. Shipping documents relating to radioactive items must contain the element name, mass number, and quantity of radioactive material in curies, millicuries, or microcuries. AFJMAN 24-204 and addenda include specific guidance concerning required data elements for identifying dangerous material.

Chapter 15

FOREIGN MILITARY SALES (FMS)

15.1. Purpose.

15.1.1. The requirement to perform cataloging functions for the FMS program is driven by the USAF's obligation to provide logistic support for all items and configurations which have been sold through USAF FMS programs as directed by AFMAN 16-101, *International Affairs and Security Assistance Management*. The following items are exceptions as USAF follow-on support obligations:

15.1.1.1. Items which have been altered or re-engineered by an FMS purchaser.

15.1.1.2. Items or systems which are specifically excluded from USAF follow-on support by the original sales agreement which is called the Letter of Offer and Acceptance (DD Form 1513**, United States Department of Defense Offer and Acceptance**). ***NOTE:*** Exceptions to this policy may be granted by the director, DSAA.

15.1.2. The execution of the above requires USAF to continuously provide many items of supply to foreign countries which are not supplied to USAF operating bases. Some of these items may have other S/A users and managers. The purpose of this chapter is to mandate and describe the creation of cataloging records which facilitate the efficient automated processing and control of USAF FMS requisitions, procurements, billings, and case management.

15.1.3. This chapter introduces the concept of FMS sponsorship. USAF FMS sponsorship of a foreign country on a NSN)is indicated by the recording of a unique MOE Rule in Segment B of DoD 4100.39-M, volume 13, *Materiel Management Decision Rule Tables*. There are two general categories of FMS sponsorship. These categories are FMS PICA sponsorship and Secondary Inventory Control Activity (SICA) sponsorship, each of which assigns specific responsibilities to the USAF.

15.1.3.1. FMS PICA Sponsorship.

15.1.3.1.1. The recording of a USAF FMS PICA MOE Rule on an NSN establishes USAF as the responsible procuring service for FMS requirements. Inherent in this responsibility is USAF obligation to receive and process FMS requisitions received directly from foreign countries.

15.1.3.1.2. The recording of a USAF FMS PICA MOE Rule on an NSN indicates that an inventory of that NSN is not established and is not replenished if a residual inventory already exists because of previous Air Force use.

15.1.3.1.2.1. If an item is initially procured and cataloged because of an FMS requirement, an ALC inventory is not established.

15.1.3.1.2.2. If a USAF managed standard item (i.e., DoD used) becomes obsolete to DoD, but continues as an FMS requirement, USAF FMS PICA sponsorship is assigned. Inventories of such items are not disposed of, nor are they replenished. Requisitions for such items will be satisfied from existing stock until exhausted. Subsequent requisitions will be satisfied by new procurement, repair of reparables, or reclamation.

15.1.3.2. FMS SICA Sponsorship.

15.1.3.2.1. The recording of a USAF FMS SICA MOE Rule on an NSN establishes USAF as having an FMS interest in the item; that is, USAF receives FMS requisitions for the item. It also indicates that another DoD activity is responsible for supporting USAF FMS requirements. The USAF is responsible for passing foreign country requisitions to the IMM or Lead Service, and for recording such transactions.

15.1.3.2.2. The recording of a USAF FMS SICA MOE Rule on an NSN indicates that the USAF does not establish an inventory of that item.

15.2. Applicability. These policies and procedures are applicable to those organizations participating in the normal cycle of processing items and systems under an FMS program, which include, but are not limited to, ALC, HQ AFMC, CASC, and Air Force Security Assistance Center (AFSAC).

15.3. Impacted Data Systems. AFMC performs modifications, as required, to the following logistics data systems to accommodate the concept and support the required data interface between DLSC, AFMC, contractors, and FMS country participants:

15.3.1. Acquisition and Due-In-System (J041).

15.3.2. ALC FLIS Receipt, Edit and Routing System (D143C).

15.3.3. DCS and Onbase Data Transmission Interface with Data Processing Systems (M024B).

15.3.4. Base Account Screening Exercise (D046).

15.3.5. Economic Order Quantity (EOQ) Buy/Budget Computation System (D062).

15.3.6. Item Management Stock Control and Distribution System (D032).

15.3.7. Master Item Identification Control System (MIICS) (D043).

15.3.8. Master Item Identification Data Base System (MIIDBS) (D043A).

15.3.9. Recoverable Consumption Item Requirements System (D041).

15.3.10. Security Assistance Management Information System (SAMIS) (W001).

15.3.11. Shipment Document Release and Control System (D003).

15.3.12. Special Support Stock Control and Distribution System (D034A).

15.3.13. Standard Price Review System (J005B).

15.3.14. Stock Control and Distribution System (D035A).

15.3.15. Stock Number User Directory (SNUD) (D071).

15.3.16. Suspense and Control System (SACS) (D036).

15.4. Policy and Procedures. The FCP identifies items which are of interest to the Air Force because of FMS commitments. These items may be standard or nonstandard.

15.4.1. Standard Item. In the FMS environment, “standard” identifies an item that is managed and used by DoD.

15.4.1.1. Air Force Managed NSNs (Consumable/Nonconsumable). If a recurring FMS requirement exists, the recording of appropriate foreign country MOE Rules is required. This will be

accomplished centrally by AFSAC based on requisitions recorded in the SAMIS. Although the ALC does not have the responsibility to record these foreign country MOE Rules on established NSNs, as a contingency capability only, the DIC 8C2-G or 8C1-C/8C2-C transaction may be used to record them on Air Force managed NSNs only.

15.4.1.1.1. FMS countries are not required to obtain MOE Rule registration prior to requisitioning items from the USAF inventory. The SAMIS edits against FMS requisitions prior to passing them to the D035A System for support. To preclude an excessive drain of USAF assets by FMS countries, SAMIS codes requisitions as programmed or nonprogrammed based on an Eligible to be Programmed Quantity (EPQ). Programmed requisitions contain a "D" in record position 30 with a "1" in record position 72, while nonprogrammed requisitions contain a "D" in record position 30 with an alpha, 2, or a blank in record position 72.

15.4.1.2. Other S/A Managed NSNs (consumable/nonconsumable), Air Force Used. When an FMS requirement exists, the recording of foreign country MOE Rules is required. This will be accomplished centrally at AFSAC based on requisitions recorded on SAMIS. ***NOTE:*** FMS requisitions, originating from other services, will be processed according to Wholesale Item Management and Logistics Support of Multiservice Used Nonconsumable Items, AFMCR 400-21, paragraph 5-9.c.(2).

15.4.1.3. Other S/A Managed NSNs, Excluding Coast Guard and Federal Aviation Administration (FAA) (Consumable/Nonconsumable), Not Air Force Used. When an FMS requirement exists, the System Program Manager (SPM) ALC will first determine the subsystem in which the item is contained. The ALC which manages or would manage that subsystem is responsible for submitting the appropriate Air Force FMS SICA sponsor MOE Rule (e.g., F1KZ, FCL1, FHD4). The FMS SICA sponsor MOE Rule selected will reflect the level of authority (LOA) compatible with the managing S/A LOA. A review of Segment B of the DLSC TIR is required to make this determination. Air Force FMS SICA sponsor MOE Rules will be submitted by the appropriate subsystem manager ALC, to CASC, using the 8A1-B transaction. CMD will reflect that which is recorded in Segment H of the TIR by the IMM or lead service with the exception of AAC and Air Force peculiar data (ERRC, Fund, and Budget Codes). Air Force peculiar data does not necessarily have to align with the PICA's data; however, the data will be consistent with standard Air Force coding. Unless the PICA's AACs are "F" or "L," Air Force will apply AAC "P" to its FMS items (LOA "99"). If the PICA AAC is "F" or "L," Air Force will use the same code. For FMS requisitions, originating from other services, see NOTE at paragraph 15.4.1.2.

15.4.1.4. Coast Guard or FAA Managed NSNs (consumable/nonconsumable), Not Air Force Used. Neither the Coast Guard nor the FAA support Air Force FMS sponsorship requirements. The registration of an FMS requirement on a Coast Guard or FAA NSN requires an ALC generated 8A1-B transaction using the applicable LOA 99 USAF FMS PICA MOE Rule (i.e., FMSE). The recording of foreign country MOE Rules will be accomplished centrally by AFSAC based upon data recorded in SAMIS. For FMS requisitions, originating from other services, see NOTE at paragraph 15.4.1.2.

15.4.2. Nonstandard Items. In the FMS environment, "nonstandard" describes an item which is not stocked in the DoD inventory nor procured for regular use by the DoD.

15.4.2.1. Noncataloged (NC) Numbers:

15.4.2.1.1. NC numbers will be assigned to nonstandard items when NSN assignment is required. The ALC and AFSAC uses its unique FMS PICA MOE Rule, SoS, and MMAC as shown in table 15.1.

15.4.2.1.2. NC numbers are processed in the same manner as standard items with the exception that once the stock number is assigned, CASC will forward the item to DLSC-SD for registration of the foreign country MOE Rules. CASC will prepare the item identification (II), and register the Air Force FMS MOE Rule.

15.4.2.1.3. Standard NC data, input to D143C System, will be used; i.e., 8A1, 8A2, 8A3, 8A4, and 8A5. See chapter 8 of this manual. It is mandatory that the ALCs indicate, on the 8A5 format, the foreign country MOE Rules and complete FMS case designators (Master Case Designator Code and Subcase/Line Item Code). AFSAC will not require a foreign country MOE Rule for PACER DAWN new item packages. Application data and an indication of availability or nonavailability of technical data will be required by both the ALC and AFSAC.

15.4.2.1.4. When several foreign country MOE Rules are submitted for user registration on an NC package, DLSC prorates cataloging costs among the supported countries to ensure equitable cost sharing. DLSC will forward the cataloging cost information to its billing agent, Defense Reutilization Marketing Services (DRMS), for preparation of Standard Form (SF) 1080, **Voucher for Transfers Between Appropriations and/or Funds**. When a foreign country is recorded as a user, subsequent to NSN assignment, it is required to pay only the cost of the addition of its MOE Rule.

15.4.2.1.5. Substitute Items. Refer to chapter 8 of this manual, paragraph 8.7.

15.4.2.2. Nondefinitive (ND) Numbers. The use of ND numbers on nonstandard items (part numbers) for one time procurement is authorized; however, if a follow-on support requirement through FMS is known or anticipated, the country is required to establish an FMS case for NSN assignment and MOE Rule registration. The ALC will delete these ND numbers as soon as all actions are completed; i.e., shipment, delivery, billing, etc. See chapter 8 of this manual for completion actions.

15.4.2.3. Initial Spares Part Number Listing. Periodically, the ALCs will receive contractor listings for initial spares which contain only the CAGE Code and part number. Review of these items may reveal items which are used in subsystems managed by other ALCs. The ALC in possession of the listing will collaborate, in writing, with the ALC that manages the subsystem and furnish the listing and available technical data. This will enable the ALC IM for the subsystem to initiate cataloging action.

15.4.2.4. NSNs - Foreign Registration Only. If an ALC is aware of an FMS requirement for a nonstandard item, that ALC is responsible for determining subsystem application. If the subsystem is managed by the determining ALC, that ALC will establish their LOA 99 FMS PICA sponsor MOE Rule (i.e., FMSU) and appropriate CMD via an 8A1-B transaction into D143C. If the determination is made that the item is applicable to a subsystem that is managed, or would be managed, by another ALC, the transferring ALC/DMM will notify the receiving ALC/DMM, in writing, of the NSN, part number, and TO figure and index numbers. The receiving ALC will validate subsystem application and assume management responsibility by recording their LOA 99 FMS PICA sponsor MOE Rule (i.e., FMSG) and establishing appropriate CMD records.

15.4.2.5. NSNs - CMD. Establishment and maintenance of CMD on NSNs with FMS sponsor MOE Rules is required. Normal file maintenance for CMD changes, as reflected in chapter 9 of this manual, applies (i.e., 8C1 for NSNs and ND numbers). All CMD establishment and maintenance in FLIS, for items citing LOA 99, are for Air Force service line of CMD only (Maintenance Action Code "SS"), with a 0-60 day future effective date. See chapter 9 of this manual for format.

15.4.3. Conversion of FMS Items. Prompt MOE Rule and CMD changes will be made to items as their status changes, i.e., FMS nonstandard (no DoD requirement) to standard (DoD requirement) and from standard to FMS nonstandard.

15.4.3.1. In either situation, the ALC will submit an 8A1/8C1 transaction requesting MOE Rule change and CMD realignment.

15.4.3.2. When an item, which was originally cataloged with the FMS PICA sponsor MOE Rule (i.e., FMSA), becomes required for use by the Air Force, the MOE Rule will be converted to a standard Air Force PICA MOE Rule (LOA 06 or 22, i.e., FGG4, FGG5). The Air Force management data will be added to the NSN, as well as the appropriate foreign country MOE Rules (i.e., YS01, ZK01).

15.4.3.3. When an item, which was originally cataloged with the FMS PICA sponsor MOE Rule (i.e., FMSE) becomes required for Air Force use, and is subsequently item management coded to DLA, the ALC will submit a "Condition 2" SSR to the appropriate DLA center. The "Condition 2" SSR indicates the NSN is not presently active. The ALC will provide the new MOE Rule, indicating the residual Federal Supply Class (FSC) ALC, DLA center (i.e., FSC 6110=FACX), and anticipated requirements. When an ALC is recorded as FMS SICA sponsor, and the item becomes required for Air Force use, an SSR will be submitted to the managing S/A reflecting the MOE Rule of the residual FSC ALC along with projected requirements.

15.4.3.4. Air Force will not support another service requirement if Air Force is recorded as FMS PICA sponsor (i.e., FMSU) only. Air Force is procuring the item to satisfy FMS requirements and will not adopt and manage an item to support another service.

15.4.3.5. When another service (with exception of the Coast Guard and FAA) requires an item of which Air Force is FMS PICA sponsor, the Air Force IM will notify the other service IM to assume management of the item and support the Air Force FMS requirement. Air Force will supply the appropriate FMS SICA sponsor MOE Rule to the supporting service. ***NOTE:*** When the Air Force is recorded as an FMS PICA sponsor (LOA 99), Coast Guard is recorded with an LOA 26 MOE Rule.

15.4.3.6. When the other service has only an FMS requirement for an item for which Air Force is recorded as FMS PICA only, the other service will apply its own FMS PICA sponsorship (LOA 99) to that item. Each service is authorized to manage its own FMS requirement with a LOA 99 MOE Rule. No centralized DoD manager is assigned for an NSN when only FMS requirements are involved.

15.4.3.7. When the Air Force has a requirement for an item on which another service is recorded as FMS PICA sponsor only, the Air Force will assume management responsibility and support the other service's FMS requirement.

15.4.3.8. When Air Force has an FMS only requirement for an item that another service is recorded as FMS PICA sponsor, then Air Force will establish its own FMS PICA sponsorship (LOA 99).

15.4.3.9. Air Force Requisitions for FMS NSNs.

15.4.3.9.1. If an Air Force base, after thorough research, determines that an FMS nonstandard item may be a logical spare for Air Force use, that base may submit a request for ALC support by:

15.4.3.9.1.1. Off-line PNR. This request is submitted to the sponsoring ALC by teletype in Military Standard Requisition and Issue Procedures (MILSTRIP) format. Because the DAAS has an edit to reject requisitions to NSNs which are identified with AAC "P" (FMS), these requests must be forwarded off-line. The guidance in AFMAN 23-110, volume 1, part 2, chapter 2; part 4, chapter 2; and volume 3, part 3, chapter 16, applies to the preparation of these requests. The bases will provide full justification, which includes TO figure and index, to support their request.

15.4.3.9.1.2. DD Form 1348-6 (Non-NSN Requisition). Submit DD Form 1348-6, **DoD Single Line Item Requisition System Document**, prepared per AFMAN 23-110, volume 1, part 1, chapter 25 and part 2, chapter 2, to the sponsoring ALC. This form will be fully completed before forwarding.

15.4.3.9.2. Concurrent with their off-line PNR or DD Form 1348-6 submittal, Air Force bases are encouraged to submit a Request for Cataloging Data/Action, prepared per AFMAN 23-110, volume 1, part 1, chapter 7 and volume 2, part 2, chapter 27, to: CASC, 74 Washington Avenue N., Suite 8, Battle Creek MI 49017-3094, requesting Air Force adoption of the NSNs. Full justification will be provided. This justification includes TO figure and index, or, if none exists as on some nonaircraft type items, cite type of item, application, and the impact on the mission if the items are not adopted for Air Force use. CASC will process and forward these requests to the applicable ALCs for technical review.

15.4.4. Funding. Cataloging and standardization tasks, initiated by the ALC and performed by CASC, are to be accomplished by manpower (personnel equivalents) funded by the FMS administrative surcharge budget as opposed to FMS case funds. No special billing procedure is required as this is considered normal FMS support. Cataloging actions which do not involve NSN assignment or MOE Rule registration (by DLSC-SDB) are not case funded. Routine CASC actions include updating CMD or transferring item management responsibility from one ALC to another. DLSC is reimbursed for its services by FMS case funds.

15.4.5. Logistics Reassignments. When it is determined that a logistics management transfer must be made between ALCs, the losing ALC will officially notify the gaining ALC by preparing an AFMC Form 117, **Item Management Transfer Request**. The losing ALC will complete this form, citing all available data, and obtain branch level approval. The gaining ALC will validate and submit the request for MOE Rule change and CMD realignment through D143C. Disagreements on item management will be referred to HQ AFMC/XPRM.

15.4.6. Directorate of Nuclear Weapons Management (Activity SC). Special FMS sponsorship MOE Rules have not been established due to their limited involvement in FMS. ND numbers will be assigned to items anticipated as "a one time buy." If recurring demands are anticipated, NSNs will be assigned utilizing standard coding with the exception of the AAC, which will be "P."

Table 15.1. NC Number Assignment to Nonstandard Items.

MOE Rule	Activity Code	PICA	LOA	SoS	MMAC
FMSE	SE	(SA-ALC)	99	F7U	XA/XL/XT/XX
FMSU	SU	(OO-ALC)	99	F4U	XW
FMSX	SX	(OC-ALC)	99	F8U	XV
FMSA	TA	(SM-ALC)	99	F6U	XY
FMSG	TG	(WR-ALC)	99	F2U	EX/XG/XZ
FMSD	TD	(AFSAC)	99	FM2	TD

Chapter 16

REQUEST FOR HAZARDOUS MATERIALS IDENTIFICATION

16.1. Purpose. This chapter provides the procedures to be used by each ALC)for requesting cataloging data and actions on hazardous materials as defined by Federal Standard 313C, *Preparation and Submission of Material Safety Data Sheets*; DoD 6050.5-M, *DoD Hazardous Material Information System (HMIS) Procedures*; and AFMCR 161-1, *Hazardous Materials Management*. These procedures apply to all cataloging requests, including FMS.

16.2. Processing AF Forms 86 and AFMC Forms 993.

16.2.1. ES Responsibilities.

16.2.1.1. When the item is hazardous material other than explosive, prepare an AF Form 86, in triplicate (AFMAN 23-110 volume 1, part 1, chapter 7, paragraph 6.2.5.1.). Mark the "AD" block of the request with a double asterisk (**) and annotate hazardous comments in the "Remarks" block (block VI).

16.2.1.2. Prepare an AFMC Form 993 in triplicate. Coordinate with Packaging/Transportation, Ground Safety (SEG), Bioenvironmental Engineering (SGB) and Environmental Management (EM) to obtain essential data: name of article, amount (e.g., ounce), whether liquid or solid, flash point, radionuclide per container, toxic or nontoxic data, etc., as pertains to the hazardous material. Ensure separate NSN assignment requests are made for radioactive and nonradioactive items. Also, radioactive items having different isotopes will be assigned separate NSNs.

16.2.1.3. After IM review, forward the AF Forms 86, with AFMC Forms 993 attached, to the Provisioning Support Office (PSO)/CATM (Residual Cataloger), within 10 working days of initiation, for completion of management data and coordination. (RCS: DD-A &T (AR) 1486 applies.)

16.2.2. PSO/CATM (Residual Cataloger) Responsibilities. The PSO/CATM will suspense the AF Forms 86 and the AFMC Forms 993. Within 10 working days of receipt, the original and 2copies of the AF Form 86, with the AFMC Forms 993 attached, will be forwarded to the appropriate EM/SGB Office and, in turn, to the SEG Office. When the package is returned from EM/SGB/SEG, it will be forwarded immediately to the CASC, 74 Washington Ave. N, Suite 8, Battle Creek MI 49017-3094. Upon receipt of the completed package from CASC, the PSO/CATM will forward the request and the AFMC Forms 993 to EM/SGB/SEG. The EM/SGB, in coordination with SEG, will, within 10 working days of receipt, verify the hazardous classification data on the AF Forms 86 and forward the request, with the AFMC Forms 993 attached, to the Packaging Office. The Packaging Office will, within 15 working days of receipt, use the AF Forms 86, with the attached AFMC Forms 993, to update the DoD 6050.5-M, Hazardous Item Listing.

16.2.3. SGB, EM, and SEG Responsibilities.

16.2.3.1. The EM/SGB and SEG will sign the "Coordination" block (block VII) of the AF Forms 86.

16.2.3.2. The EM/SGB, in coordination with SEG, will verify the validity of the "R" phrase data in block IV. Coordinate nonconcurrence in data with the ES within 10 working days of original receipt.

16.2.3.3. The EM/SGB, in coordination with SEG, will enter the Department of Transportation (DoT) hazard classification data in block VI of the AF Forms 86. ***NOTE:*** An interim classification will be entered (and so designated) if sufficient data is not available to make a final determination. Within 20 working days of receipt, forward one copy of the AF Form 86, with an attached copy of AFMC Form 993, to the Packaging Office.

16.2.3.4. Return the original and one copy of the completed AF Form 86, with AFMC Forms 993 attached, to the PSO/CATM from EM/SGB/SEG within 20 working days of original receipt.

16.2.4. CASC Responsibilities:

16.2.4.1. CASC will process the necessary cataloging transactions, with appropriate processing timeframes, to enter the phrase data and hazardous characteristics of the item into the FCP. Such action will cause the appropriate phrase codes and specific hazardous characteristics to appear in the Federal Logistics Data on Compact Disc (FEDLOG), which will tell the using activities that the items contain hazardous materials. If a new item request is received without AFMC Forms 993, but with data indicating the presence of hazardous material, CASC will process according to existing directives without hazardous material information. After receipt of an NSN, the package will be returned to the IM at the ALC with a request to review for hazardous material. The IM will coordinate the AFMC Forms 993 with EM/SGB/SEG and return it to CASC for NSN upgrade. When hazardous and nonhazardous items of production are available to satisfy an item of supply concept (requirement), two NSNs will be assigned. One NSN will be assigned to the hazardous item(s), the second will be assigned to the nonhazardous items) The accompanying Material Safety Data Sheet (MSDS) will identify chemical composition. These items will be I&S grouped, the less or nonhazardous item will be designated the master of the I&S group.

16.2.4.2. Upon completion of action for NSN assignment, adoption for Air Force use of an existing NSN, or revision to an existing NSN, CASC will provide a completed copy of the AF Form 86, with AFMC Forms 993 attached, to the PSO/CATM component as notification of completed action.

16.3. Processing AF Forms 86 and AFMC Forms 993 Within the Directorate of Nuclear Weapons Management (Activity SC). Identification of items containing hazardous material will be accomplished according to San Antonio (SA)-ALC Kelly AFB Regulation 67-22, *Identification and Management of Hazardous Materials* and Special Weapons Operating Instructions (SWOI) 67-12, *Identifying Dangerous Material*.

16.4. Processing AF Forms 86 Within the Directorate of Aerospace Fuels Man agement (Activity SP). The CASC Logistics Data Manager (LDM) technician will receive, document, and control all mechanized or hard copy Requests for Cataloging Data/Action processed by the Directorate of Aerospace Fuels Management. These requests will be coordinated with the Chemist in the Product Engineering Branch (SFTT), the Inventory Management Specialist in the Requirements Branch (SFSC), the Packaging Specialist in the Materiel Support Branch (SFSP), SEG, and the Bioenvironmental Engineering Service (SGPT), as required.

16.5. Processing of AF Forms 86 and AFMC Forms 993 Within the Cryptologic Support Group (CPSG) (Activity SJ). Identification of items containing hazardous material will be accomplished according to CPSG cataloging standard operating procedures.

16.6. Publication of Hazard Classification Data. Hazard classification data is not included in the FEDLOG or SNUD (D071 System) stocklist changes. Therefore, users, handlers, and transportation components must consult HMIS for hazard classification and/or other related information pertaining to hazardous materials.

PART 4

RELATED USAF MATERIEL IDENTIFICATION PROGRAMS AND PROCEDURES

Chapter 17

USAF IMPLEMENTATION OF THE FSC AND USAF MMAC SYSTEM

17.1. Purpose and Scope of the FSC and MMAC Systems.

17.1.1. The FSC system is designed to serve multiple functions of logistics management and permit a uniform classification of all items of supply used by military departments, civilian agencies of the government, and participating NATO countries. Basic principles and federal rules, as they apply to the FSC System, are in Federal Supply Classification, Groups and Classes, Cataloging Handbook H2-1; FSC Numeric Index of Classes, Cataloging Handbook H2-2; Federal Item Name Directory, Cataloging Handbook H6; and FLIS Procedures Manual, DoD 4100.39-M, volume 4, chapter 2.

17.1.2. The USAF MMAC System is an auxiliary classification tool which permits a broader commodity classification detail than provided under the rules of the FCP, but it must be restricted to intradepartmental usage and transactions. Use of MMAC is authorized by, and must be according to AFMCPD 90-5, *AFMC Mission Assignments*, and the AFMC Mission Workload Assignment Compendium as reflected in the Mission Workload Assignment (D086).

17.2. Responsibilities.

17.2.1. CASC will:

17.2.1.1. Manage the FSC program within the Air Force.

17.2.1.2. Provide a USAF representative to the Joint Federal Cataloging Committee (FCC).

17.2.1.3. Submit to the DLSC all recommendations for changes in FSC principles, rules, and structure, which are considered essential for efficient logistical operations.

17.2.1.4. Resolve all FSC conflicts between two or more interested USAF activities.

17.2.1.5. Input necessary changes/corrections to D086 System (Mission Workload Assignment).

17.2.2. Cataloging Activities will:

17.2.2.1. Determine the FSC assignment for new items entering the USAF Supply System.

17.2.2.2. Ensure all new items are properly classified according to rules of the FSC System.

17.2.2.3. Review, in conjunction with the FSC IM, all MMAC assignments (except the reclassifications by CASC as specified in paragraph 17.4.2) to ensure compliance with requirements of AFMCPD 90-5 and D086.

17.2.2.4. Review the FSC structure for the purpose of proposing changes.

17.2.2.5. Submit FSC structure proposals following procedures in Chapter 3 of this manual.

17.3. Procedures Applicable to New Items Requiring NSN Assignment.

17.3.1. The initial FSC/MMAC assigned to a new item entering the USAF Supply System, via the provisioning process, is reviewed by CASC technicians prior to cataloging action.

17.3.1.1. If the initial FSC/MMAC assigned to the item is correct, the item is processed to DLSC for NSN assignment.

17.3.1.2. If it has been determined the initial FSC/MMAC assigned to the item is incorrect and requires an FSC change, the gaining FSC technician will:

17.3.1.2.1. Annotate the changes (FSC/MMAC) in the D143C System by accessing the message (MSSG) screen and assigning one of the five response codes (FA through FE) for FSC/MMAC changes on new NC item requests.

17.3.1.2.2. Complete a CASC Form 7A, **Federal Supply Classification (FSC) Change**, to notify the responsible ALC, when the item cannot be processed through D143C (e.g., "Black" program).

17.3.1.3. When the FSC change does not change management responsibility, the item is processed to DLSC for NSN assignment.

17.3.1.4. When changing the FSC changes management responsibility:

17.3.1.4.1. The ALC may request a management transfer at the time of the FSC change. The gaining ALC will furnish a written request to the cataloging activity for the management change with a copy of the losing ALC's concurrence.

17.3.1.4.2. When CASC initiates an FSC change, item management responsibility will be retained at the originating ALC by application of the following rules:

17.3.1.4.2.1. If an MMAC has been assigned and an FSC change is required, the CASC technician will assign the new FSC and retain the assigned MMAC submitted with the old FSC.

17.3.1.4.2.2. If an MMAC has not been assigned, the CASC technician will assign the new FSC and the residual MMAC for the old FSC.

17.3.1.5. When an FSC change creates an incompatibility between the FSC/MMAC, the losing CASC technician will coordinate the necessary changes to the D086 System with CASC/PCA, Program Control and Policy Division, Acquisition Branch.

17.3.1.5.1. CASC/PCA will update D086 to reflect the new FSC/MMAC compatibility.

17.4. Procedures Applicable to New Items Submitted for NSN Assignment Which Match Existing NSNs in an FSC Other Than the Requested FSC.

17.4.1. When a new item, submitted for NSN assignment, matches an existing NSN in an FSC other than the one signified by the submitted FSC, the cataloging activity will notify the initiator through the D143C System of the matching NSN.

17.4.1.1. The IM at the initiating ALC will attempt to cancel the procurement action on the item. If this cannot be accomplished, the IM of the matching NSN will be notified in writing.

17.4.1.2. An NSN will be assigned to the new item; however, the NSN will be canceled as a duplicate to the existing NSN, by CASC, after delivery of initial procurement.

17.4.2. Regardless of the MMAC assigned to new item, the MMAC assigned to the matching NSN will be retained.

17.5. Undelivered Contract Balances. When an item is reclassified and additional quantities of the item remain undelivered on the active contract, the contractor is notified of the change in NSN resulting from the reclassification. The following actions are taken:

17.5.1. The losing activity will notify the contractor of the NSN change through the contract administration office as soon as the verification of the change is received from DLSC.

17.5.2. If the losing manager is not within the activity having responsibility for the contract involved, the losing manager will advise the responsible activity at the same time the contractor is notified of the NSN change in order to revise all pertinent records.

17.5.3. The losing manager will furnish complete information, by letter, to the servicing or responsible contract administration activity.

17.6. FSC and MMAC Changes to Existing NSNs. The following conditions require FSC or MMAC changes:

17.6.1. A published structural change has changed the classification of an item to another FSC.

17.6.2. An item is improperly classified in one class and is correctly classified in another FSC.

17.6.3. An item is improperly described and the revised II requires an FSC change.

17.6.4. A change in the item of supply concept necessitates a change in classification of the item.

17.6.5. The transfer of an item from one weapon system commodity grouping or other management aggregation grouping to another aggregation.

17.6.6. An item canceled as a duplicate or replaced by another NSN.

17.7. DLSC Processing. Notification of an FSC change to an Air Force managed item is sent by DLSC to CASC. CASC notifies the HQ AFMC Master Item Identification Control System (MIICS), D043, which will generate a transaction code 118. The item is established without a change to the Air Force IM-ALC (AFMCPD 90-5). This is accomplished by assigning, when appropriate, the losing FSC MMAC to the item in the gaining FSC, regardless of the valid FSC and MMAC combinations in the D086. One exception is when the gaining FSC is a total MMAC class and the assignment of the losing FSC MMAC or residual MMAC would be an invalid MMAC for the gaining FSC, for example: FSG 18 or FSC 4960.

Chapter 18

UNITED STATES AIR FORCE (USAF) MATERIEL IDENTIFICATION AND PROVISIONING RELATIONSHIP

18.1. Relationship. Provisioning of spare parts for future support of USAF weapons systems, equipment, or end articles provides the bulk of new NSN assignments. Materiel identification (cataloging) and item standardization processes form a crucial relationship with provisioning and acquisition logistics. An effective provisioning effort ensures accurate data. Technical documentation is obtained to permit complete Item Identification (II), IEC, NSN assignment, and logistics management data determination. The goal of our acquisition process is to obtain state of the art, cost effective equipment items, which meet our materiel management needs. Only those new items which are reliable, maintainable, available, and cost effective should be permitted to enter the USAF Supply System. The determination, identification, and dissemination of supply data provide the basis for assuring efficient system, equipment, and end article logistics to support the entire operational life of the system.

18.1.1. The governing regulation is Department of Defense Instruction (DoDI) 5000-2AF SUP1, *Acquisition Management Policies and Procedures.*

18.2. Responsibilities.

18.2.1. HQ AFMC/LGIM, Materiel Identification Branch, Cataloging and Provisioning Area, will:

18.2.1.1. Ensure the quality, timeliness, and compatibility of materiel identification and IEC policies properly relate to provisioning and acquisition logistics policies and requirements.

18.2.1.2. Plan, develop, provide, and maintain policies and criteria necessary to assure accomplishment of support for the provisioning function through IEC, materiel identification, and NSN assignment on initially provisioned items entering the USAF Supply System.

18.2.1.3. Direct and guide implementation of policies and criteria in support of provisioning and acquisition logistics.

18.2.2. CASC is the primary USAF activity responsible for:

18.2.2.1. Implementing materiel identification and IEC policies and criteria established by HQ AFMC to accomplish support of the provisioning and acquisition logistics functions.

18.2.2.2. Planning, developing, providing, maintaining, and performing procedures necessary to ensure accurate, timely IEC, complete materiel identification, and NSN assignment.

18.2.2.3. Participating in preproposal, guidance, and provisioning source coding conferences to ensure requirements for technical documentation, IEC, materiel identification, and NSN assignment are met.

18.2.2.4. Processing Provisioning Technical Documentation (PTD), related Engineering Data for Provisioning (EDFP), and Provisioning Screening Results (PSR) in advance of, during, or in lieu of attending provisioning conferences or depot committee meetings chaired by the provisioning activity Air Logistics Center (ALC) or other services.

18.2.2.5. Participating in system program planning conferences to provide expertise during acquisition logistics planning, evaluating new programs to quantify and assess sufficiency of resources

to support the new program, and ensure recognition of materiel identification and item entry requirements during program planning.

18.2.2.6. Establishing and maintaining liaison with HQ AFMC, ALC provisioning offices, other services/agencies (S/A), system program offices (SPO), and contractors, as necessary, to accomplish the mission.

18.2.3. Single Program Director (SPD) Prime Provisioning ALC Provisioning Section will:

18.2.3.1. Process PTD, EDFP, and PSR of documents not containing initial spares that are not submitted to CASC.

18.2.3.2. Participate in preproposal, guidance, provisioning/depot committee meetings when CASC personnel are not in attendance.

18.2.3.3. Ensure HQ AFMC policies and criteria concerning preliminary IEC, materiel identification, and technical documentation are accomplished.

18.3. Preproposal and Provisioning Guidance Conferences.

18.3.1. Preproposal and guidance conferences are crucial to achieve an effective provisioning and materiel identification effort. Contractors and USAF personnel come to a mutual understanding of contractual data requirements necessary to accomplish the objective. Problems inherent in the process, which cause delay of initial system, equipment, or end article support, are minimized or eliminated.

18.3.2. Presentation and discussion of concise instructions by CASC or ALC provisioning personnel is crucial to ensure proper contractor orientation and performance. Topics include, but are not limited to, use of military or government standard or specification items, part number construction, part number precedence, Commercial and Government Entity (CAGE) Codes, Approved Item Names (AIN), proposed Federal Supply Classes (FSC), screening of the Federal Logistics Information System (FLIS), adequacy of EDFP, identification of items which are nuclear hardened, hazardous, electrostatic discharge sensitive (ESD), automatic data processing equipment (ADPE), contain precious metals, etc., item standardization objectives, materiel identification objectives, and NSN assignment notification.

18.4. CASC PTD/EDFP/PSR Processing.

18.4.1. CASC processing of PTD, EDFP, or PSR may be performed in advance of, during, or in lieu of attending, the provisioning conference or depot committee meeting.

18.4.2. Initial determinations are made by CASC or ALC provisioning personnel and are posted on the PTD for subsequent action on each item coded for procurement. Final determinations are made by the cataloging or standardization activity responsible for each item.

18.4.3. Tasks to be accomplished include FSC assignment, assistance in assignment of Item Management Codes (IMC) or Materiel Management Aggregation Codes (MMAC); EDFP review, to ensure accuracy, adequacy, and acceptability of all data relating to physical, electrical, mechanical, dimensional, and performance characteristics; determination of correct item name; part number validation; CAGE Code verification; PSR interpretation and providing existing NSNs and related data, as applicable; providing NSNs and related data of substitute, interchangeable, or preferred items; making every effort to obtain all EDFP necessary to accomplish subsequent actions; initiating resolution of

problems encountered during processing; Major Organizational Entity (MOE) Rule determination; providing Primary Inventory Control Activity (PICA) Codes; identification of items which are nuclear hardened, ESD, ADPE, or contain precious metals or hazardous materials; challenging suspected erroneous prices by comparing and documenting similar item prices and providing the data to the conference chairperson or provisioning office for subsequent price reduction negotiations by contract administrators; the assurance that cataloging actions, on already stocklisted items (i.e., addition or change of reference numbers), are accomplished at the time CASC reviews the item, if adequate drawing, technical data, and part number information are available; performance of special program requirements, as applicable; formulation of comments and signing of official minutes to document problems and resolution efforts; completion of subsequent actions to ensure resolution of PTD processing problems; and reporting accomplished actions, as required.

Chapter 19

PRELIMINARY ITEM ENTRY CONTROL (IEC) SYSTEM (D155)

19.1. Purpose and Scope. The D155 System is the Air Force's preliminary IEC System. Through the use of the FLIS screening and part number history files, manually created by Air Force technicians, D155 ensures that only the best and most preferred parts are used in support of weapon systems. The purpose of the D155 System is to automate the flow of logistics data to achieve improved data integrity and provide on-line query capability. The system implements the concept of distributive processing and allows technicians the capability to perform provisioning responsibilities interactively. Decisions and annotations become part of the electronic record, which are the source coding documents produced by the D220 System, used at Provisioning Conferences.

19.2. General. The D155 System processes Provisioning Parts List (PPL) data via history file records, FLIS screening results, and technician on-line processing. The system allows on-line data entry by the technicians reviewing the individual line items, in addition to the batch programming which reviews and validates FLIS screening data and historical records for items previously processed. FLIS screening data is obtained from batch generation of Logistics Screening Requests (LSR) and technician on-line queries of passthrough screening results. D155 assigns and balances workloads, generates reports, and edits all data that passes through the system. The system improves productivity by simultaneously dispersing individual records to the responsible Federal Supply Class (FSC) technicians. Technician accountability is reinforced with permanent identification of the responsible technician on each record reviewed. In addition, the records to be reviewed are minimized by D155 selecting for review only those records which contain nonstocklisted items and those records which have stocklisted items that could not be automatically processed by the system. With the system being able to electronically transfer logistics data from the PSR to the PTD, accuracy is enhanced by minimizing manual transcription of data.

19.3. Responsibilities.

19.3.1. The CASC/Program Control and Policy Division, Data Systems Branch (PCM), as Office of Primary Responsibility (OPR), will:

19.3.1.1. Determine system requirements, policies, and criteria in relation to the maintenance and distribution of input and output products flowing through the system.

19.3.1.2. Generate and submit system change requests (SCR) in the form of Communications-Computer Systems Requirements Documents (CSRD) and system deficiencies in the form of Deficiency Reports (DR).

19.3.1.3. Monitor system records and products to ensure timeliness and compliance with mission requirements and objectives.

19.3.1.4. Exercise overall monitoring and programming of the data automation requirements of this system.

19.3.1.5. Implement and support the policies, procedures, and objectives of this system.

19.3.2. HQ AFMC/LGIM is the Office of Collateral Responsibility.

19.3.3. HQ AFMC/MSG/SHC, Data System Support Manager, Development Activity, and Database Administrator, is responsible for system maintenance.

19.4. Interfaces. The D155 System interfaces with the following:

19.4.1. AFMC Provisioning System (D220), which operates at each of the five ALCs.

19.4.2. FLIS, which is maintained at the DLSC in Battle Creek, MI.

19.4.3. Specialized product centers, located throughout the United States (US).

19.5. Edits. There are 37 tables in the D155 Edit/Validation Database which are used in both the batch and on-line environment. In addition, there are a number of additional edits performed in batch programs that validate the data before it is stored in the database.

Chapter 20

OVERPRICING PROGRAMS

20.1. This chapter is reserved for overpricing programs information, currently under revision by AFMC.

PART 5

AUTOMATED DATA SYISTEMS IN SUPPORT OF USAF MATERIEL IDENTIFICATION PROGRAMS AND OPERATIONS

Chapter 21

SUSPENSE AND CONTROL SYSTEM (SACS) (D036)

21.1. Purpose and Scope. This chapter provides the explanation for what the D036 System is, how it is used, as well as general processing instructions pertaining to the CASC.

21.2. General.

21.2.1. The contents of this chapter include a summary of the D036 System function and responsibilities associated with the system and CMD edits. The D036 System operates daily, except Saturday and Sunday, at WPAFB, Dayton OH. It is designed to accept cataloging actions from the ALCs, D043, D046, D143C, D169, FLIS, and other S/As. Cataloging transactions are also input by CASC personnel for forwarding to FLIS or other services. All transactions are subject to specific edits. Rejects are returned to initiators with reason for return. All transactions received are suspended and control is maintained until requested action is complete.

21.3. D036 Master Files. When a request for cataloging action is received by D036, a record of that request is suspensed in one of two on-line master files. These files are prefixed by "SU" and provide visibility as to the type of items being held in suspense.

21.3.1. The "SUCM" file contains all CMD that is suspended and required for pending cataloging actions. A portion of this file is devoted to DIC KIM, CMD As a Result of IMM/Lead Service Input, and Air Force peculiar data type records. These records are not printed on the master SUCM listing. The remainder of this file contains ALC/IM requests, including NC numbers, revisions, price changes, recurring requisitions, supply support requests (SSR), and standardization requests. When a DIC LN_, Request for NIIN Assignment (as modified), is submitted to the DLSC for NSN assignment, it is the CMD (8A1) record on this file that will become the H-segment of the submittal. Once established on this file, the age is recorded for each item and it is from this file that the delinquency or critical delinquency listings (D036.JB, D036.JC, D036.JI, D036.JK, and D036.JL) are compiled.

21.3.2. The "SUDL" file contains all L (Input)-DICs (except LTI, Interrogate by NIIN or PSCN, and LSN, Search by Reference Number for Other than Provisioning and Preprocurement) submitted to the FLIS/D043B that passed the SACS edits. This file maintains the input image and the age of each submittal and provides a follow-up (DIC LFU, Follow-Up Interrogation) to FLIS if a response to a particular submittal is not received in a timely manner.

21.4. History File. This is an on-line file of all D036 daily transactions and is updated every evening. This history file will contain up to two months of data - the previous month, plus the current month. The hardcopy microfiche is produced quarterly. This is a read-only file and is accessed by the control number for NCs (positions 1-7) and the NIIN for revisions (positions 1-9).

21.5. Responsibility. CASC/PCM, Program Control and Policy Division, Data Systems Branch, is assigned the primary responsibility for this system. CASC, as OPR, will:

21.5.1. Determine system requirements, policies, and criteria in relation to the maintenance and distribution of input and output products flowing through this system.

21.5.2. Generate and submit system changes in the form of CSRDs.

21.5.3. Maintain surveillance over system records and products to ensure timeliness and compliance with mission requirements and objectives.

21.5.4. Exercise overall monitoring and programming of the data automation requirements of this system.

21.5.5. Implement and support the policies, procedures, and objectives of this system.

21.6. Interfaces. In support of CASC personnel, the system will perform the following functions:

21.6.1. Screen FLIS on revisions received and output these requests, in a ready to work format, with the interrogations attached.

21.6.2. Submit Air Force CMD additions when a KIM is received as a result of the Air Force being recorded as a user on a consumable item. Add CMD for nonconsumable items if the ALCs submit the appropriate Air Force CMD peculiar data (8A1 reason code S transaction) before the KIM is received.

21.6.3. Generate follow-up transactions (LFU) to FLIS on submitted L-DICs which have not received an answer within an acceptable timeframe.

21.7. Edits.

21.7.1. The D036 System is programmed to edit CMD according to the Data Element Edit Tables (DEET), referenced in chapters 22 and 23 of this manual and available on-line in the D043 System. Data edits include FSC, MOE Rule, MMAC, Source of Supply (SoS), Fund Code, Acquisition Advice Code (AAC), Expendability, Recoverability, Reparability, Category (ERRC) Code, and Budget Code. These data elements are correlated against the Level of Authority (LOA) and the Nonconsumable Item Materiel Support Code (NIMSC) which are provided on input.

21.7.2. For the D036 to perform these edits, the entire CMD record must be input (i.e., input must be DIC LAM, Add CMD, LCM, Change CMD, LB_, Reinstate (as modified), or LN_). Inputs to add or change data elements (LAD, Add Data Element, LCD, Change Data Element) will be edited for format only.

Chapter 22

D043 MASTER ITEM IDENTIFICATION CONTROL SYSTEM (MIICS)

22.1. Purpose and Scope. The D043 MIICS was implemented in 1974-75 to provide for Air Force participation in the FCP, as set forth by FLIS Procedures Manual, DoD 4100.39-M. D043 further supports Air Force cataloging policy outlined in, AFMCMAN 23-110, *USAF Supply Manual*, volume I, part one, chapter 7. Interfacing with FLIS and numerous other data bases, D043 is a central repository of Federal and Air Force logistics data for over 2.5 million Air Force-used items of supply. D043 receives, validates, records, maintains, and distributes CMD, II data, supply management data, and other information vital to Air Force logistics support. The system facilitates Air Force involvement in numerous DoD-directed programs, such as: DoD 4140.32-M, *Defense Inactive Item Program (DIIP);* the Item Management Coding (IMC) Program (see DoD 4140.26-M, *Defense Integrated Materiel Management Manual for Consumable Items*); and the DoD Interchangeability and Substitution (I&S) Program. D043 regularly provides data to nearly 40 downstream Air Force systems, including the D035 Stock Control and Distribution (SC&D) System, D200 Requirements Data Bank (RDB), and, via the D071 Stock Number User Directory (SNUD), the D002A Standard Base Supply System (SBSS). A list of D043 System interfaces, each documented by Memorandum of Agreement (MOA) or Interface Control Document (ICD), is located in the Q111A Corporate Data Repository System (CDRS).

22.2. Responsibilities.

22.2.1. CASC/PCM, Program Control and Policy Division, Data Systems Branch, is the functional OPR for this system, and as such, will:

22.2.1.1. Determine system policy, procedures, and requirements regarding system maintenance, transaction input/ output, and related functions.

22.2.1.2. Oversee implementation and management of the above policies, procedures, and requirements.

22.2.1.3. Identify and coordinate development and enhancements to existing programs and submit related requests via AFMC Form 321, **Command, Control, and Communications-Computer (C4) Requirements Documents (C4RD).**

22.2.1.4. Identify and verify potential problems with existing programs and document them, as necessary, via Deficiency Reports (DR).

22.2.1.5. In support of Configuration Management (CM), document, prioritize, and track the processing of CSRDs and DRs via the Configuration and Requirements Traceability (CART) System, and serve as a member of the Functional Review Board, which is a control point for system changes.

22.2.2. HQ AFMC/MSG/SHC, as the Program Development/Maintenance Activity (PDA), is responsible for system software development and maintenance.

22.3. Types of Data. D043 data includes:

22.3.1. Federal cataloging/I&S data for all Air Force-used NSNs.

22.3.2. Nuclear Ordnance Commodity Management (NOCM) data.

22.3.3. NC, Nondefinitive (ND), and Kit (K) number data.

22.3.4. Transportation data.

22.3.5. Munitions data.

22.3.6. Reparable Item Movement Control System (RIMCS) data.

22.3.7. Critical Item ("DZE Code") data.

22.3.8. DIIP data.

22.3.9. Contractor/Defense Contract Administrative Services Region (DCASR) address data.

22.3.10. Airlift data.

22.3.11. Equipment Management and Freeze Code data.

22.3.12. Non-DoD I&S data.

22.3.13. Management Designator/Equipment Specialist (ES) data.

22.3.14. Stock Fund Credit Indicator data.

22.4. Data Increments. D043 data is stored in master file records, arranged by increment (similar to segments in FLIS) as indicated in table 22.1. For a given item of supply, these increments can be interrogated, on-line, via the D043A Master Item Identification Data Base (MIIDB).

Table 22.1. D043 Data by Increment.

Incre-	Type of Data
A	Nomenclature Data
B	User Data
E	Standardization Data
G	Transportation Data
H	CMD
I	Contract Data (NC numbers only)
K	DIIP Data
P	MSD Price/Cost Data
S	RIMCS Data
U	Munitions Data
Y	Part Number Data

22.5. Data Validation and Compatibility Edits.

22.5.1. To maintain the integrity of its data, D043 routinely performs edits on its master file. This process normally occurs when input transactions are received (e.g., from the FLIS), and again before stocklist changes are sent downstream. Data elements are validated using a set of internal master file edits called the A6LS Tables. Data element compatibility is verified using a set of "if-then" tables called the DEETs. A6LS and DEETs edits are also used by the FLIS Edit and Routing System (FERS), D143C, to edit cataloging requests. The DEETs may be viewed on-line via the "Help" option in D043A.

22.5.2. Erroneous data in the master file can impede the stocklist change process and must be corrected promptly. Input transactions, unacceptable for master file maintenance due to invalid or incompatible data, are rejected to CASC on error listings. CASC technicians perform research and submit

corrective transactions, as necessary, to resolve errors in the master file. If ALC coordination is required to correct an error, the CASC technician will forward applicable documentation to the ALC with a 30 calendar day return suspense. The ALC IM will ensure all data, requested by CASC, is returned within the suspensed time frame. Upon receipt of the requested data, the CASC technician will review the response, complete additional coordination, as required, and submit the applicable transactions to correct the master file. CASC procedures for processing D043 error listings, including a list of D043 error codes, are provided in Logistics Data Management, CASCM 20-01, D043 MIICS Errors for CASC/Management Review, chapter 26.

22.6. Extract Data Retrieval.

22.6.1. D043 data is a useful tool in making a variety of logistical decisions throughout the Air Force and DoD. It can be used for performing research and technical reviews, validating and updating local records, and providing statistical counts. While item-by-item interrogation of D043's data increments can be performed on-line via the D043A MIIDB, mass data extracts from D043's master files are also available. By selecting various extract parameters, users can obtain information for items based on a specific range or category (e.g., FSC, SoS, and/or numerous other data elements).

22.6.2. For guidance in obtaining D043 data extracts and related statistical information, contact the Air Force Mass Data Retrieval Monitor, CASC/LGGA, Defense Switched Network (DSN) 932-5449 or Commercial 616-961-5449.

Chapter 23

D043A MIIDB

23.1. Purpose and Scope.

23.1.1. The D043A MIIDB provides on-line access to a wide range of logistics data. The system allows menu-driven interrogation of data derived from the D043 MIICS and other systems. It also provides on-line access to certain data segments of the DLSC's FLIS. D043A enhances users ability to perform research and to identify and resolve logistics data problems in support of the Air Force mission. System availability is continuous, except for brief, intermittent periods of downtime required for file update and related maintenance.

23.1.2. For mass data retrieval requirements, refer to chapter 20 of this manual and/or AFMAN 23-110, volume II, part one, chapter 9, section A.

23.2. Responsibility.

23.2.1. The Air Force CASC/PCM, Program Control and Policy Division, Data Systems Branch, is the functional OPR for this system, and, as such, will:

23.2.1.1. Determine system policy, procedures, and requirements regarding system maintenance, transaction input/output, and related functions.

23.2.1.2. Oversee implementation and management of the above policies, procedures, and requirements.

23.2.1.3. Identify and coordinate development and enhancements to existing programs and submit related requests by AFMC Form 321.

23.2.1.4. Identify and verify potential problems with existing programs, and document them, as necessary, by DRs.

23.2.1.5. In support of CM, document, prioritize, and track the processing of CSRDs and DRs by the CART System, and serve as a member of the Functional Review Board, which is a control point for system changes.

23.2.2. HQ AFMC/MSG/SHC is responsible, as the Program Development/Maintenance Activity (PDA), for system software development and maintenance.

23.3. User Registration.

23.3.1. All federal government employees (military or civilian) are authorized to obtain access to data resident in D043A. Other personnel, working under contract for the federal government, may also be provided access. Each request for a user ID and password is documented using Defense Information Services Agency (DISA) Form 41, **System Access Request**. Access requests are normally submitted by a local point of contact to the following D043A System Security Administrators:

23.3.1.1. Government employees: DMC, Dayton-WED03, DSN 787-5003 or Commercial 937-257-5003.

23.3.1.2. Contractors: CASC/SCS, Communications Support Branch, DSN 932-5222 or Commercial 616-961-5222.

23.3.2. The D043A System will monitor the reassignment of a registered user's password every 90 days.

23.4. Databases. D043A information resides in the following databases:

23.4.1. The NIIN Database contains about 2.6 million items of supply; most are Air Force-used. This file receives weekly updates by the D043 MIICS.

23.4.2. The Cross-Reference Database contains relationships of NC Number to NIIN, NIIN to NIIN, and NIIN to NC Number. This file is updated weekly based on consolidation actions received by D043.

23.4.3. The History Database contains past (superseded) CMD for NIINs. This includes Increment H data (excluding I&S data), and MOE Rule data from Increment B. This file is updated monthly as CMD changes occur.

23.4.4. The Database for the SNUD contains the Stock Record Account Number (SRAN) of each Air Force and contractor activity having an interest in each NIIN on file. This file receives weekly updates from the D071 System.

23.4.5. The Part Number Database contains all federally used part numbers and related data. It is updated weekly and quarterly by D043 stocklist actions, and quarterly by a Master Cross Reference Data (MCRD) overlay from FLIS.

23.4.6. The Item Name Database contains the item name and NIIN of every federally used item of supply; it can be searched by word or combinations thereof. This file receives quarterly updates from FLIS for most NIINs, and from D043A's own NIIN File (Increment A) for NC, ND, K numbers, and nuclear items.

23.4.7. The CAGE Code Database (CAGE Code to Part Number) contains CAGEs for all federally used part numbers (i.e., the file provides CAGEs for submitted part numbers, when available). This file is updated quarterly by FLIS MCRD and D043A NIIN file overlays, and weekly by D043 stock-list actions.

23.4.8. The CAGE Code Name-Address Database contains the company name or government activity, with address, phone number, and related data for every CAGE Code on file. This file is updated monthly by FLIS overlay.

23.4.9. The IM Management Designator Code (MDC)-to-IM Name Database contains a cross-reference of IMs names, office symbols, and phone numbers to their assigned MDCs. This file is updated monthly by a data pull from the D035A system at each ALC.

23.4.10. The Help Feature Database contains data element definitions, as well as D043 DEETs depicting D043 edit criteria. This file is updated as required, in part by an interface with the Q111A Corporate Data Repository System.

23.4.11. The I&S Decision Record (ISDR) is maintained by technicians at CASC. It contains data reflecting I&S decisions involving stock numbers, part numbers, and SERDs. This file is updated by CASC, as required.

23.5. Types of Interrogation. The D043A Main Menu screen provides access to most of the above databases by selection of an identical or similarly named option. The main exception, the IM MDC-to-IM Name Database, is utilized as part of the stock number (NIIN) interrogation process.

23.6. FLIS Passthrough. On-line interrogation of parts of the FLIS Total Item Record (TIR) is provided to federal government employees (and certain authorized contractors) via a dedicated communication line. This capability, called FLIS Passthrough, is initiated via the NIIN (stock number) interrogation process. When FLIS TIR data is displayed, it is shown as DLSC/FLIS "Segment" data, not D043A "Increment" data, so the user can readily distinguish its origin.

23.7. Points of Contact (POC).

23.7.1. Refer to paragraph 23.3 to register as a user of D043A..

23.7.2. Contact the DMC, Dayton, Help Desk for help in accessing D043A (telecommunications questions, etc.), at DSN 787-3251 or Commercial 937-257-3251.

23.7.3. Contact the OPR for questions and/or comments on D043A operability (i.e., using the system once it has been accessed), at CASC/PCM, 74 Washington Avenue N., Ste 8, Battle Creek MI 49017-3094, DSN 932-5716 or Commercial 616-961-5716.

23.7.4. For help with research, data validation/interpretation, or any other logistics problem call the CASC Help Line at DSN 932-HELP or Commercial 616-961-HELP, or send a message to:

RUWTUAC/AFMC CASC BATTLE CREEK MI//CCH//.

Chapter 24

FLIS EDIT AND ROUTING SYSTEM (FERS OR D143C)

24.1. Purpose and Scope. The D143C System is designed to suspend Air Force Requests for Cataloging Data/Action from the ALCs and Base Supply personnel on-line. It forwards these requests to the CASC, other cataloging activities, or to D036, D043, and the FLIS Systems for further processing. It also receives data from these systems. Rejects received from FLIS are returned to the cataloging activity for appropriate action. The new item, revisions, and base initiated requests are suspensed pending notification of completion. Upon a receipt of notification of approval (KNA) from FLIS, suspensed requests are cleared and notification is automatically forwarded to the cataloging and initiating activity of the request.

24.2. General. The on-line D143C System, located at WPAFB OH, is accessible by personal computer seven days a week. The system displays formatted screens to which the users respond to initiate, modify, or research logistics data requests. The batch processing functions are necessary for the support of the on-line D143C. It allows for interfacing with the other Air Force and DoD systems, suspense file maintenance, and report generation. The batch processing runs for a half hour every work day at 1900 eastern time.

24.3. Responsibilities.

24.3.1. CASC/PCM, Program Control and Policy Division, Data Systems Branch, is assigned the primary responsibility for this system and as the functional OPR will:

24.3.1.1. Determine system requirements, policies, and criteria in relation to the maintenance and distribution of input and output products flowing through this system.

24.3.1.2. Oversee implementation and support of the policies, procedures, and objectives.

24.3.1.3. Generate and request system changes in the form of CSRDs for new development. These are suspensed and monitored through the CART System.

24.3.1.4. Identify and report problems in the form of DRs to correct system errors. These are suspensed and monitored through the CART System.

24.3.1.5. Analyze and develop system logic for implementing new capability, changes, or corrections to the system.

24.3.1.6. Maintain surveillance over all system records and products to ensure timeliness and compliance with mission requirements and objectives.

24.3.2. AFMC MSG/SHC, as the programming development activity, is responsible for monitoring overall data automation requirements of this system.

24.4. Interfaces. There are 34 MOAs covering the input and output interfaces of the following 13 Air Force and DoD data systems:

24.4.1. D002A. Standard Base Supply System (SBSS).

24.4.2. D035A. Item Manager Wholesale Requisition Process System (IMWRP).

24.4.3. D036. Suspense and Control System (SACS).

24.4.4. D043. Master Item Identification Control System (MIICS).

24.4.5. D043A. Master Item Identification Database System (MIIDBS).

24.4.6. D043B. Interchangeability and Substitution Suspense System (I&SSS).

24.4.7. D046. Base Account Screening Exercise System (BASES).

24.4.8. D151. Advanced Nuclear Ordnance Logistics System (ANOLS).

24.4.9. D169. Supply Support Request Advice-Consumable Items System (SSRAC)

24.4.10. D220. Air Force Materiel Command Provisioning System (AFPS).

24.4.11. FLIS.

24.4.12. J090A. Acquisition Screening System (AS).

24.5. Edits. User cataloging requests, along with CMD, are edited and validated for compatibility. These edits and validations help ensure that all Air Force activities receive accurate, compatible, and current data. The criteria used in performing these edits are contained in the Validity Tables and DEETs found on-line in the D043 System. (See chapters 22 and 23 of this manual.)

24.6. System Access. Before using the on-line D143C System, the user must have a current User Identification (ID)/Password for D043A access. A completed DISA Form 41, System Access Request, is required for each user.

24.6.1. ALC personnel will process the request for access through their ALC D143C focal point.

24.6.2. Contractor personnel, working under contract for the federal government, may be given access to D143C. They must be officially sponsored, in writing, by the federal government activity which holds the contract. Additionally, the contracting personnel will provide signed Non-isclosure Statements to the System Security Administrator, CASC/SCS, Communications Support Branch, due to the proprietary data contained in the system.

24.6.3. CASC personnel will process their requests through CASC/SCS.

24.6.4. Base Supply personnel will send their requests to their command focal points or to: DISA/WE332IR, Attn: Security, 4225 Logistics Ave., Suite 16, Bldg 262, WPAFB OH 45433-5755.

PART 6

STANDARDIZATION PROGRAMS, PROJECTS, AND PROCEDURES

Chapter 25

THIS CHAPTER IS RESERVED

25.1. During Draft Coordination, It Was Identified That Time Compliance Technical Order (TCTO) Information Was Already On-Line In AFMCMAN 21-1.

Chapter 26

GOVERNMENT INDUSTRY DATA EXCHANGE PROGRAM (GIDEP) AND DEFECTIVE PARTS AND COMPONENTS CONTROL PROGRAM (DPCCP)

26.1. DPCCP Background. The Defective Parts and Components Control Program is a centrally managed communications system disseminating information on defective parts to all activities involved with the management, procurement, or use of parts. The program is designed to eliminate or correct encountered problems. Defective parts and components information is obtained from the Air Force Maintenance Data Collection System, the Air Force Material Deficiency Reporting and Investigating System, as well as other parts control programs and the GIDEP. The GIDEP provides a means for the DPCCP to quickly and efficiently alert Air Force engineering and procurement activities and contractors to the existence of defective parts to prevent their use in new systems design and prevent future reprocurements. The Air Force uses GIDEP policies and procedures to implement DPCCP. *NOTE:* Reporting and exchange of data are licensed under the Office of Management and Budget (OMB) control number 0704-0188 and report control symbol GIDEP 5200-1.

26.2. GIDEP Background. GIDEP is a program of cooperative data exchange between government and industry. It is a central mechanism to identify and purge defective parts, components, materials, and processes during all phases of systems and equipment life cycle from existing system inventories and prevent their re-entry into Air Force inventories or designs. GIDEP provides an Air Force communication system for transmitting information on defective parts to all activities and agencies concerned with the management, contracting, or use of the parts and controls to ensure effective corrective action. This manual supports the Air Force Reliability and Maintainability Program, Air Force DPCCP, and the Diminishing Manufacturing Sources and Material Shortages (DMSMS) Program.

26.3. Participating Activities. Includes United States (US) government acquisition and support activities, contractors and subcontractors, manufacturers, consulting firms, educational institutions, public and private utilities, the Canadian Department of National Defence, and members of Canadian industry. Any activity which generates the types of data GIDEP exchanges may be considered for membership. Classified and proprietary information is not included in GIDEP.

26.4. GIDEP Data Interchanges.

26.4.1. The Engineering Data Interchange (EDI) contains readily available engineering and quality data covering a large number of technical areas. It includes engineering reports, engineering and quality assurance test reports, specifications for nonstandard and military drawing parts and materials, source control specifications, and technical reports from the Department of Energy (DoE).

26.4.2. Metrology Data Interchange (MDI) contains metrology-related engineering data on test systems, calibration systems, measurement technology, test equipment calibration procedures, and technical manuals. It is also the repository for the National Institute of Standards and Technology metrology documents.

26.4.3. Reliability-Maintainability Data Interchange (RMDI) contains Mean Time Between Failure (MTBF) and Mean Time To Repair (MTTR) data on parts, components, equipment, systems, and materials based on field performance and/or reliability demonstration tests. It also contains reports on theories, methods, techniques, and procedures related to reliability and maintainability practices.

26.4.4. Failure Experience Data Interchange (FEDI) contains objective failure information as a result of ALERTs, SAFE-ALERTs, Problem Advisories, and Action Agency Notices, which notify users of non-conforming parts, components, chemicals, processes, materials, and safety and hazardous conditions.

26.4.5. Product Information Data contains calibration procedures and technical manuals for test and inspection equipment. It also contains engineering information on calibration laboratories, calibration systems, and measurement systems. National Institute of Standards and Technology contributes a significant portion of the engineering data related to measurement science.

26.5. Products. The five GIDEP data interchanges provide the following information and are available to GIDEP member organizations on a database, managed by the Navy.

26.5.1. Cataloging and Standardization Center (CASC) Form 0-16, **GIDEP Data Utilization Summary**. This form is used, within CASC, to coordinate GIDEP products.

26.5.2. DD Form 2002, **Urgent Data Request (UDR)**. Used as a means of rapid communication between GIDEP participants, for obtaining information that the requester has been unable to find. All available sources and the GIDEP data banks will be researched before issuing a UDR.

26.5.3. DD Form (Draft), **DMSMS Notice**. Issued to all GIDEP participants to give notice of manufacturer discontinuance of a product. The manufacturer may provide a recommended replacement or request a one-time buy to support the users lifetime requirement. The Naval Avionics Center issues the Impact Alerts/Impact Warnings which provide advance information regarding the discontinuance of items of supply, generally electronic items.

26.5.4. DD Form (Draft), **Product Change Notice**. Issued to GIDEP participants for notification of a product change. The change could involve qualification data or a manufacturing process change. Most Product Change Notices are issued on microelectronic components.

26.5.5. GIDEP Form 97-1, **ALERT**. The ALERT System is part of FEDI and provides early notification of actual or potential problems and failure trends on items, materials, manufacturing processes, test equipment, or significant safety problems. ALERTs are issued against a specific product, not against all items produced by that manufacturer. The initiator of an ALERT will coordinate it with the manufacturer, then send it to the GIDEP Operations Center for distribution to all FEDI participants. This is also true for SAFE-ALERTs, which address problems that could affect the safety of personnel or cause damage to facilities or equipment.

26.5.6. GIDEP Form 97-2, **Problem Advisory**. Used to provide the earliest possible notification of a potential problem. It allows information to be exchanged when a potential problem is first identified. It is printed on yellow paper for easy identification.

26.6. Responsibilities.

26.6.1. HQ USAF. HQ USAF/LEYE, Acquisition Logistics and Communications Group, as the Air Staff OPR, will:

26.6.1.1. Give policy guidance to the Air Force on how to put GIDEP into effect.

26.6.1.2. Monitor the effectiveness of GIDEP through staff surveillance.

26.6.2. HQ AFMC.

26.6.2.1. HQ AFMC/SCXR, Directorate of Communication and Information, Plans Division, Requirements Branch, will:

26.6.2.1.1. Serve as the HQ AFMC OPR for the GIDEP and establish policy and procedures for the program.

26.6.2.1.2. Serve as the HQ AFMC advisor to the the Government Advisory Group (GAG) of GIDEP and provide representatives.

26.6.2.1.3. Provide subordinate activities with policy and administrative direction for active participation in GIDEP.

26.6.2.1.4. Prepare and maintain regulations, including instructions for preparing and processing data exchange with GIDEP.

26.6.2.1.5. Compile cost avoidance and utilization reports for submittal to headquarters.

26.6.2.1.6. Maintain a roster of AFMC GIDEP representatives.

26.6.2.1.7. Ensure training availability.

26.6.2.1.8. Maintain liaison with other government agencies and industry to resolve program problems.

26.6.2.1.9. Ensure management provides support to the GIDEP.

26.6.2.1.10. Distribute GIDEP reports, upon receipt, as required.

26.6.2.1.11. Program travel funds to support quarterly GIDEP management meetings and other necessary Temporary Duty (TDY) travel.

26.6.3. Other HQ AFMC organizations will:

26.6.3.1. Have authority and duties as GIDEP representatives.

26.6.3.2. Advise HQ AFMC/SCXR of issues which could impact the program.

26.6.4. CASC/PCA, Program and Policy Directorate, Acquisition Branch, program manager will:

26.6.4.1. Provide the necessary support to ensure effective operation of GIDEP. Program travel funds to support these programs, including annual participation at GIDEP workshops, seminars, and clinics.

26.6.4.2. Act as the installation single point of contact for all matters concerning GIDEP.

26.6.4.3. Establish policy and procedures for the GIDEP program.

26.6.4.4. Obtain GIDEP contact points in the appropriate offices, as determined by the GIDEP manager. Provide technical assistance and administrative guidance concerning program philosophy, objectives, and policy interpretation on internal processes to all elements of the program.

26.6.4.5. Prepare local policy and procedures and furnish a copy to HQ AFMC/SCXR.

26.6.4.6. Report GIDEP usage and cost avoidance to the GIDEP Operations Center on an annual basis and to HQ AFMC/SCXR on a semiannual basis.

26.6.4.7. Develop the annual Utilization Report and submit to the GIDEP Operations Center.

26.6.4.8. Assist in conducting classroom and individual training, along with program promotion, as required. Individual training will include teaching all personnel involved, on a one-on-one or small group basis, the policy and procedures required in the GIDEP programs.

26.6.4.9. Recommend program improvements to HQ AFMC/SCXR.

26.6.4.10. Comply with the S0300-BT-PRO-010, *GIDEP Operations Manual*.

26.6.5. CASC/LG, Logistics Data Management Directorate, technicians will:

26.6.5.1. Determine if the Air Force has an interest, by verifying the item(s) on the ALERT/ SAFE-ALERT is Air Force used, and coordinate with appropriate ALC ESs and/or IMs.

26.6.5.2. Review all DMSMS for alternate sources/substitute items.

26.6.5.3. Coordinate all significant ALERT/SAFE-ALERT information with the appropriate ALC ES and/or IM.

26.6.5.4. Annotate the ISDR with the ALERT number and a reference data code (RDC) of "G," for visibility in the D043 System.

26.6.5.5. Maintain a copy of ALERTs/SAFE-ALERTs until problem has been resolved.

26.6.6. The ALC will:

26.6.6.1. Designate a division to provide the necessary support to ensure effective operation of GIDEP, including programming travel funds to support the programs, such as annual participation at GIDEP workshops, seminars, and clinics and appointment of a GIDEP representative to act as the installation single POC for all matters concerning GIDEP.

26.6.6.2. Obtain GIDEP contact points, in the appropriate offices, as determined by the GIDEP manager. Provide technical assistance and administrative guidance concerning program philosophy, objectives, and policy interpretation on internal processes to all elements of the program.

26.6.6.3. Prepare local policy and procedures and furnish a copy to HQ AFMC/SCXR.

26.6.6.4. Recommend program improvements to HQ AFMC/SCXR.

26.6.6.5. Comply with the GIDEP Operations Manual.

26.6.6.6. Have signature authority for all correspondence pertaining to GIDEP, as per ALC management policy.

26.6.6.7. Report GIDEP usage and cost avoidance to the GIDEP Operations Center on an annual basis and to HQ AFMC/SCXR on a semiannual basis.

26.6.6.8. Suspense and provide a copy of ALERTs and SAFE-ALERTs to the responsible engineer or ES, requesting review for action.

26.6.6.9. Assist in conducting classroom and individual training along with program promotion, as required. Individual training will include teaching all personnel, on a one-on-one or small group basis, the policy and procedures required in the GIDEP programs. Those being trained should include the POC from all directorates and divisions and any alternates designated by local directives.

26.6.6.10. Ensure all test reports on parts, liquids, materials, engineering studies, and processes, that could influence the future design, manufacture, or fabrication of systems and equipment or

reveal deficiencies in their use, are screened before submittal to the GIDEP Operations Center and entry into the GIDEP interchange.

26.6.6.11. Initiate proposed ALERTs and SAFE-ALERTs when investigation reveals unsafe conditions or that problems exist on a part, component, material, or liquid, due to improper manufacturing, material processes, fabrication, specification, or design. Forward the ALERT or SAFE-ALERT, and all supporting data, to the GIDEP manager. GIDEP Form 97-1, **Government-Industry Data Exchange Program and Alert,** will be used for all Air Force prepared ALERTs.

26.6.6.12. Investigate received ALERTs and take corrective action.

26.6.6.13. Provide recommended changes, to the technical requirements of work specifications, to Production Management for correction of deficiencies identified by ALERTs.

26.6.6.14. Submit and ensure delivery of test reports, engineering studies, and calibration procedures, by the ES, to the GIDEP office, when required under contract or prepared under a work order.

26.6.6.15. Notify field units of action to be taken when an ALERT item is used in their next higher assembly (NHA) weapon system or equipment.

26.6.6.16. Initiate proposed ALERTs and SAFE-ALERTs when investigation reveals unsafe conditions or problems exist on a part, component, material process, fabrication, specification, or design. Forward ALERTs and SAFE-ALERTs to the GIDEP manager. GIDEP Form 97-1 will be used for all Air Force prepared ALERTs.

26.6.6.17. Investigate and reply to maintenance-related ALERTs and SAFE-ALERTs received from the GIDEP manager.

26.6.6.18. Contact the GIDEP manager for help in preparing an ALERT or SAFE-ALERT when identifying a problem within the logistics and supply organizations that could benefit other potential users of the equipment or material. Furnish a copy of all locally prepared deficiency reports to the GIDEP manager.

26.6.6.19. Provide ALERTs, test reports, technical reports, and calibration procedures to the ALC GIDEP manager. Classified or proprietary information will not be furnished.

26.6.7. Warner Robins (WR)-ALC, 78 Air Base Wing (ABW)/LGSPS will:

26.6.7.1. Provide a GIDEP manager to receive data from the GIDEP Operations Center and submit data directly or through the AFMC part manager.

26.6.7.2. Obtain and maintain the EDI. Assist engineers and others in obtaining GIDEP data to support their functions.

26.6.7.3. Prepare and submit the yearly report of GIDEP use to the Operations Center, with a copy to HQ AFMC/SCXR.

26.6.7.4. Send the GIDEP manager to the annual GIDEP workshop.

26.6.7.5. Provide locally developed or funded unclassified engineering studies to the GIDEP Operations Center.

26.6.7.6. Ensure all parts acquired are screened against the Failure Experience Data Bank (ALERTs/SAFE-ALERTs).

26.6.7.7. Provide GIDEP training to maintenance and engineering divisions and help prepare ALERTs and SAFE-ALERTs, as required.

26.6.8. Metrology Laboratory will:

26.6.8.1. Assist Plans and Programs on matters concerning the GIDEP Program, including reports of usage and cost effectiveness.

26.6.8.2. Maintain active participation in the Calibration Procedures Data Bank portion of GIDEP, by submitting new procedures and use of existing ones.

26.6.8.3. The GIDEP metrology representative will attend metrology meetings, including the one which is held in conjunction with the GIDEP workshop.

Chapter 27

GOVERNMENT AND INDUSTRY REFERENCE DATA EDIT AND REVIEW (GIRDER) PROCESSING

27.1. Background. Reference numbers in the FLIS TIR may require updating because they have been superseded, replaced, represent items which are no longer manufactured, contain improper part number structure, or are no longer recognized by the manufacturer. The GIRDER Program is a method to ensure that reference numbers and CAGE Codes are correct in the central cataloging file. The DLSC invites specific manufacturers, by letter, to participate in the GIRDER program. For participating manufacturers, DLSC extracts a computer listing or magnetic tape from FLIS of all reference numbers for their specific CAGE Codes, annotates the status of each reference number, and forwards the product to the manufacturer for review. Status codes are shown in DoD 4100.39-M, volume 4, *Item Identification*, chapter 16. After the manufacturer returns the corrected listing, DLSC interrogates FLIS for NSNs which have reference number errors and submits the necessary transactions to correct FLIS where item of supply concepts are not involved. Reference numbers that cannot be corrected by DLSC will be forwarded, with FLIS data attached, to the primary cataloging and standardization activity for review and action, as required.

27.2. General. The CASC will manage the GIRDER program for the Air Force and will coordinate corrective actions with the ALCs, when necessary. The GIRDER program manager in CASC/PCA, Program Control and Policy Division, Acquisition Branch, serves as the liaison between CASC and DLSC.

27.3. Responsibilities.

27.3.1. CASC will:

27.3.1.1. Review the affected reference numbers, CAGE Codes, and associated discrepancy codes.

27.3.1.2. Use available technical data to determine actions, recommendations, or comments.

27.3.1.3. Contact the manufacturer for additional information, as required.

27.3.1.4. Determine appropriate action, in coordination with the ALC, based on the status codes.

27.3.1.5. Exercise final determination of corrective action on items not recognized by the ALC.

27.3.1.6. Submit corrective actions to the FLIS TIR.

27.3.1.7. Reply to DLSC on all actions that do or do not result in changes to the FLIS TIR.

27.3.2. ALC will:

27.3.2.1. Review and verify CASC recommended actions and reply within 45 days.

27.3.2.2. Coordinate with CASC, via telephone conversation, on reference number discrepancies which could not be corrected by DLSC and for which CASC does not have additional information.

27.3.2.2.1. Telecon will determine action/no action recommendation for the GIRDER product.

27.3.2.2.2. Receive GIRDER listings with proposed action and recommendation from CASC when telecon is insufficient for coordination.

27.3.2.3. Exercise final determination of corrective action on ALC managed items and advise CASC of the decision, with technical verification, within 45 days.

Chapter 28

MILITARY HANDBOOK (MIL-HDBK)-300/STANDARDIZED TECHNICAL INFORMATION FILE (TIF) OF SUPPORT EQUIPMENT (SE)

28.1. Background. MIL-HDBK-300, *Technical Information File of Support Equipment*, began in paper format, transitioned to a microfiche product, then to the computerized version, formerly resident on Support Equipment Acquisition Management System (SEAMS), which lost its funding. Due to requirements, identified by the military services, MIL-HDBK-300 became part of FEDLOG, a DLSC product, produced and distributed monthly. MIL-HDBK-300, on FEDLOG, contains information on SE items, used within all branches of the DoD and contractor design activities, such as cost, characteristics, and other logistics information. The data found within MIL-HDBK-300 is obtained from SE Illustrations (SEI), AF Forms 601, **Support Equipment Recommendation Data (SERDs)**, and contractor provided data, which is normally obtained as part of the Contract Data Requirements List (CDRLs) or equivalent documents which are prepared organically.

28.2. General. The purpose of MIL-HDBK-300 is to allow contractor and government personnel a quick and easy method to determine preferred and in-inventory SE. It provides a listing of stocklisted SE, used on missile or aircraft weapon systems, which may be considered for application in lieu of developing and testing new items. The primary users of MIL-HDBK-300, within the Air Force, are the AFMC System Program Offices (SPOs), ALCs, and CASC.

28.3. Definition of SE. Equipment required to make a weapon system, command and control system, support system, subsystem, or item of SE operational in its intended environment. This includes equipment required to install, launch, arrest (except Navy shipboard and shorebased launching and arresting equipment), guide, control, direct, inspect, test, adjust, calibrate, appraise, gauge, measure, assemble, disassemble, handle, transport, safeguard, store, actuate, service, repair, overhaul, maintain, operate, arm, or rearm the system, subsystem, end item, or component. This definition applies regardless of the method of development, funding, or procurement.

28.4. Guidelines. MIL-HDBK-300 will contain only procurable existing SE items. The majority of these items will be multiapplication but SE items that are special purpose in application will also be included. SE may be categorized as common (general purpose) or peculiar (special purpose). Within these categories, developmental (no government approved specification/drawing) and standard (with government approved specification/drawing) subcategories may exist. SE used on aircraft or missile weapon systems will always be MIL-HDBK-300 items.

28.5. SE Exclusions. The following equipment is excluded from the definition of SE:

28.5.1. Common powered and non-powered hand tools.

28.5.2. Housekeeping items.

28.5.3. Office furniture and equipment and items common to all activities defined in applicable allowance lists that are required as indirect support.

28.5.4. Common production tools and tooling such as lathes, drills, presses, plating equipment, grinders, and induction heaters.

28.5.5. Items used only by the contractor.

28.5.6. Personal equipment (i.e., headsets, microphones, etc.).

28.5.7. Off-line automatic data processing (ADP) equipment.

28.6. Identification of MIL-HDBK-300 Items. MIL-HDBK-300 items in FEDLOG will be identified in the reference number segment (segment C) of the NSN with further identifying information such as functional classification from MIL-STD-864, *Support Equipment Functional Classification Categories*, located in the characteristics segment (segment V). The configuration for MIL-HDBK-300 part numbers is shown in table 28.1, along with the appropriate definition of each. MIL-HDBK-300 part numbers will have a CAGE Code of "1HBK1." ***NOTE:*** The Equipment Functional Classification Index, the breakdown of equipment and the numeric assignment within the assigned Equipment Functional Classification categories, is located in MIL-STD-864.

Table 28.1. Part Number Configuration for MIL-HDBK-300 Items.

CAGE Code	Part Number	Definition
1HBK1	MIL-HDBK-300(AGE-N)	Aerospace Ground Equipment - Nonpowered
1HBK1	MIL-HDBK-300(AGE-P)	Aerospace Ground Equipment - Powered
1HBK1	MIL-HDBK-300(EHE)	Engine Handling Equipment
1HBK1	MIL-HDBK-300(MHE)	Munitions Handling Equipment
1HBK1	MIL-HDBK-300(PME)	Precision Measuring Equipment
1HBK1	MIL-HDBK-300(ATS)	Automatic Test Station

28.7. Responsibilities. The POC for detailed responsibilities for submission, review, accessing, and processing of MIL-HDBK-300 items is CASC/PCM, Program Control and Policy Division, Data Systems Branch.

28.7.1. SPO/ALC will:

28.7.1.1. Acquire SEIs or prepare equivalent data.

28.7.1.2. Send information to CASC for entry to MIL-HDBK-300.

28.7.2. CASC will:

28.7.2.1. Extract technical/functional data for submittal to the FLIS which will download to the FEDLOG database.

28.7.2.1.1. The monthly FEDLOG product is produced from FLIS data.

28.7.2.2. Assign part numbers, with CAGE Code "1HBK1," to Air Force managed NSNs identified as MIL-HDBK-300 items. The part number is nonprocurable and is used for reference purposes only.

Chapter 29

SUPPORT EQUIPMENT RECOMMENDATION DATA (SERD) AND AF FORMS 601, EQUIPMENT ACTION REQUESTS

29.1. Introduction.

29.1.1. This chapter provides the policy and responsibilities for processing SERDs and AF Forms 601.

29.1.2. Primary objectives are to minimize the introduction of unnecessary SE into the Air Force inventory and to consider proposed changes to the Air Force ASs.

29.1.2.1. SERDs are used for technical service evaluation, maintenance function proposals, and cataloging and standardization actions.

29.1.2.2. SERDs are also used to determine whether the item is to be contractor furnished equipment (CFE) or government furnished equipment (GFE).

29.1.2.3. SERDs will identify the requirements for spare parts, technical orders (TO), reprocurement data, or SEIs.

29.1.3. Background. After a contract has been awarded, the contractor prepares a SERD on each item of SE required. SERDs are created and submitted prior to the availability of detailed drawings and technical information.

29.1.3.1. SE is all equipment required to maintain a weapon system, support system, subsystem, or item of SE in operational condition in its intended environment.

29.1.3.2. CFE is equipment which is commercially available or requires development that is non-stocklisted and recommended by a contractor.

29.1.3.3. GFE is equipment recommended to, or by, the contractor which may or may not be in the government inventory.

29.1.3.4. SEIs are pictorial illustrations which include characteristics, performance capabilities, and the physical makeup of an item of SE.

29.2. SERD Responsibilities.

29.2.1. Secretary of the Air Force (SAF)/Acquisition (AQ) will:

29.2.1.1. Formulate policy for the acquisition of SE.

29.2.1.2. Act as executive authority over the SE acquisition process.

29.2.1.3. Manage, defend, and advocate funding for common and peculiar initial SE during the Planning, Programming, and Budgeting System (PPBS) process.

29.2.2. HQ AFMC/Directorate of Requirements (DR) will:

29.2.2.1. Assist with the development and maintenance of policy and procedures governing the SE acquisition process.

29.2.2.2. Act as the functional OPR for any automated SE acquisition system.

29.2.2.2.1. Facilitate continuous process improvement to the SE acquisition system.

29.2.2.3. Provide the single face to all major commands (MAJCOM) for SE acquisition, policy, and procedure issues.

29.2.2.4. Assign end item (E/I) designator codes/acronyms to programs.

29.2.3. Program Office/E/I Acquiring Activity will:

29.2.3.1. Establish interfaces with appropriate organizations and receive all SE recommendations from contractors. Responsible for the acquisition of SE, common or peculiar, according to AFI 65-601V1, *Financial Management Budget Guidance and Procedures.*

29.2.3.2. Identify a SE manager to be responsible for SE management.

29.2.4. The Program Office/E/I Acquiring Activity SE manager will:

29.2.4.1. Serve as the focal point for distribution, review, and approval of SE recommendations.

29.2.4.2. Establish an agreement with the SPDs, PGMs, Material Group managers (MGMs), and ALC IMs to ensure integration of identification, acquisition, and delivery of all support capabilities required.

29.2.4.3. Ensure SE recommendations, for stocklisted and nonstocklisted items, are forwarded to the Air Force CASC for review.

29.2.4.4. Maintain required data (e.g., history) for all SE recommendations required by the Program Office.

29.2.4.5. Review, evaluate, and make the final decision on applicable SE recommendations.

29.2.4.6. Provide funding for SE, common or peculiar, according to AFI 65-601V1, to the SPDs, PGMs, and MGMs to ensure timely procurement/support of their SE requirements.

29.2.4.7. Ensure requirements for SEIs (Data Item Description (DID) DI-E-6120A) to update MIL-HDBK-300 are placed on contract (DID DI-E-6120A).

29.2.4.8. Ensure requirements for SE recommendations, and other required SE support capability, are placed on contract according to the date required by supported system (e.g., TOs, SEIs, and spares).

29.2.4.9. Ensure SE recommendations, received from the contractor, are forwarded to the appropriate reviewing organizations to assist in requirement evaluation (e.g.**,** technical and management review). The Program Office will facilitate the resolution of any SE recommendation disconnects (e.g., substitutes offered on the AFMC Form 603, **Consolidated SERD Evaluation Transmittal Form**) through appropriate channels prior to final approval/disapproval.

29.2.4.10. Ensure final disposition notifications are sent to all reviewing organizations (AFMC Form 9, **SERD Evaluation/Notification Form**).

29.2.4.11. Provide AFMC Form 8, **SERD Coordination Form**, to the SPDs, PGMs, and MGMs to determine asset availability and/or procurement lead-time and cost for stocklisted items.

29.2.5. Common Systems SMs and ALC will:

29.2.5.1. Establish a POC to receive all incoming SE recommendations.

29.2.5.1.1. Publish the address, office symbol, E-mail address, and phone number of these POCs to the individual organizations.

29.2.5.2. Negotiate agreements with the Program Office/E/I Acquiring Activity to ensure integration of the identification, acquisition, and delivery of all support capability.

29.2.5.3. Use the SE recommendation process for all SE items that the SE manager's program requires.

29.2.5.4. Ensure cataloging action is accomplished to initiate stocklist action (e.g., assigning a temporary "NC" number) after the final notification is received that the SE item is required.

29.2.6. MAJCOMs/Technology Repair Center (TRC) will:

29.2.6.1. Establish appropriate interfaces with the Program Office/E/I Acquiring Activity to implement policies and procedures of this chapter.

29.2.6.2. Support the SE planning and acquisition management process.

29.2.6.3. Review, evaluate, and provide recommendations on appropriate SE recommendations.

29.2.6.4. Recommend changes to ASs to the Air Force Equipment Management System (AFEMS).

29.2.7. CASC will:

29.2.7.1. Establish a POC to receive all incoming SE recommendations and provide the complete mailing and E-mail address, office symbol, and phone number of these POCs to all involved organizations.

29.2.7.2. Review, evaluate, and provide comments/recommendations on SE recommendations; i.e., alerts, safety of flight data, I&S groupings, and realistic, compatible, stocklisted substitutes.

29.2.7.3. Assign FSCs and the AINs for all nonstocklisted SE recommendations.

29.2.7.4. Ensure stocklist action occurs on all approved SE recommendations as required by the Program Office/E/I Acquiring Activity and update FEDLOG (via FLIS inputs) to identify Air Force MIL-HDBK-300 items.

29.2.7.5. Ensure standardization and minimize proliferation of SE.

29.2.7.6. Ensure all approved SEIs are input into FEDLOG.

29.2.8. Air Force Metrology and Calibration (AFMETCAL) Program (formerly Aerospace Guidance and Metrology Center {AGMC}) will:

29.2.8.1. Establish a POC to receive all incoming SE recommendations and provide the complete mailing and e-mail address, office symbol, and phone number of the individual organizations.

29.2.8.2. Review, evaluate, and make recommendations on all SE recommendations including:

29.2.8.2.1. Adequacy of the proposed SE.

29.2.8.2.2. Recommend alternative SE, if applicable.

29.2.8.2.3. SE for SE requirements.

29.2.8.2.4. Calibration data requirements.

29.2.8.3. As SM for the AFMETCAL Program, acquire equipment designated as measurement standard according to AFI 21-113, *AFMETCAL Program*.

29.2.9. Air Force Equipment Allowance Function will:

29.2.9.1. Establish a POC to receive all incoming SE recommendations and provide the complete mailing and E-mail address, office symbol, and phone number of these POCs to the appropriate organizations.

29.2.9.2. Receive all approved incoming SE recommendations, after the establishment of cataloging process for non-stocklisted and stocklisted items.

29.2.9.3. Establish and maintain ASs and notify MAJCOMs of the approved quantities.

29.2.10. PSO will:

29.2.10.1. Ensure SERDs reflect and meet all data requirements under contract.

29.2.10.2. Inform SERD submitting activities that their nonconforming data is being rejected.

29.2.10.3. Manually input and process all SERDs requiring temporary assignment of NSN via the D143C System and ensure any associated technical data is forwarded to the responsible cataloging activity.

29.2.10.4. Manually input all SERDs, selected for DLA management, into the Supply Support Processing System, D169, and ensure associated technical data is forwarded to the responsible cataloging activity in support of the SSR.

29.2.10.5. Monitor status for DLA submitted requests and, upon receipt of NSN or other type of support advice, inform the managing personnel of status.

29.2.11. Air Education and Training Command (AETC) will:

29.2.11.1. Develop training plans and material for a comprehensive training program that addresses the training requirements for SE used for field operations.

29.2.11.2. Revise training requirements as needed.

29.3. AF Forms 601, Equipment Action Request.

29.3.1. Background. The AF Form 601 is used to recommend changes to equipment allowed and authorized for Air Force bases in the AS.

29.3.1.1. The ASs:

29.3.1.1.1. Are resident in AFEMS.

29.3.1.1.1.1. AFEMS is the computer-based system used at base level, MAJCOMs, AFMC, and HQ USAF to manage nonexpendable equipment, plus certain expendable equipment such as hand tools, individual issue equipment, and war reserve materials (WRM).

29.3.1.1.2. Will identify basic equipment an Air Force functional unit is allowed to have.

29.3.1.1.3. Will provide guidelines and authorization for development, revision, or ability to change what basic equipment is allowed.

29.3.2. Responsibilities.

29.3.2.1. Command Equipment Management Office (CEMO) is responsible for management of the equipment allowance and authorization program within AFMC.

29.3.2.1.1. The 78 ABW/LGSE, Air Force Support Equipment Management Division, 375 Perry St, Robins AFB GA 31098, is the MAJCOM organization for the Air Force.

29.3.2.2. The Equipment Review and Authorization Activity, within each Air Force base:

29.3.2.2.1. Is responsible for the management of equipment allowances and authorizations.

29.3.2.2.2. Will perform preliminary research and surveys, and recommend approval/disapproval of equipment allowance change requests.

29.3.2.3. ALCs will provide using/reviewing activities with a copy of AF Form 601 prior to submission to CEMO.

29.3.2.4. CASC will search Air Force Allowance Standard Retrieval System for duplicate items and review AF Forms 601 to ensure:

29.3.2.4.1. The proposed basic input or change of allowance is being requested for an active item.

29.3.2.4.2. The new input or change will not create/impact a safety-of-flight situation.

29.3.2.4.3. Inclusion in Mil-HDBK-300, if applicable.

29.3.2.5. The 78 ABW/LGSE has final responsibility for validation of the AS on revised equipment needs.

Chapter 30

AIR FORCE MATERIEL COMMAND (AFMC) PARTICIPATION IN THE DEFENSE STANDARDIZATION PROGRAM (DSP)

30.1. Responsibilities . The directives governing the preparation of standardization documents are identified in table 30.1. The responsibilities for the DSP are delegated to various DoD activities. DSP policy originates from the Office of the Assistant Secretary of Defense (OASD). S/A implementation of the DSP is directed by the Departmental Standardization Office (DepSO). DSP implementation is further developed within the Air Force through a Command Standardization Office (ComSO). The responsibilities have been divided into functional areas for performance of specific tasks. These functional areas are lead standardization activity (LSA), participating activity, custodian, preparing activity (PA), review activity, and item reduction activity. The responsibilities for these functional areas are identified in the *Federal Standardization Manual* and DoD Manual 4120.3-M and are briefly defined in table 30.2. Many standardization actions require a coordinated effort among the standardization, engineering, item management, ES, and cataloging communities. These interactions are identified in various chapters of Part 6 of this manual.

30.2. AFMC Organization for Standardizatio n. The HQ AFMC/ENS, Directorate of Engineering and Technical Management, Standardization Division, is designated the ComSO (code 10) for the Air Force. The AFMC ComSo is responsible for administration and supervision of AFMC participation in the DSP. The ComSO provides general policy guidance to responsible organizations within the command. The remaining centers, organizations, and offices, which participate in the DSP, are designated as standardization management activities (SMA). SMAs supporting the DSP are identified as active participants in the SD-1.

30.2.1. To accomplish their mission, AFMC SMAs will utilize the latest versions of the following documents, which may be available on-line (e.g., World Wide Web {WWW}, Netscape, e-mail, etc.):

30.2.1.1. DoDD 5000.1, *Defense Acquisition*

30.2.1.2. DoD 5000.2-R, *Mandatory Procedures for Major Defense Acquisition Programs and Major Automated Information Systems (MAIS).*

30.2.1.3. AFPD 60-1, *Operations and Resources Standardization.*

30.2.1.4. AFI 60-101, *Operations and Resources.*

30.2.1.5. DoD 4120.3-M.

30.2.1.6. SD-1.

30.2.1.7. SD-4, *Status of Standardization Projects*.

30.2.1.8. *DoD Index of Specifications and Standards* (DoDISS).

30.2.1.9. MIL STD-961, Preparation of Military Specifications and Associated Documents.

30.2.1.10. MIL STD-962, Preparation of Military Standards and Handbooks.

30.2.1.11. DoD-STD-963, *Data Item Descriptions (DIDs), Preparation of*.

Table 30.1. Standardization Directives And Publications.

AFI 60-101, *Operations and Resources.* Implements AFPD 60-1 by providing procedures for achieving efficiencies and economics in Air Force and defense operations and resources.
AFPD 60-1, *Operations and Resources Standardization.* An overview of the goals and responsibilities of the Air Force for participation in the DoD Standardization Program.
Cataloging Handbook H2-1, *Federal Supply Classification (FSC).* Identifies the 78 groups and 619 classes that comprise the FSC System. The main inclusions and exclusions, which delimit the coverage of a particular class, are shown under notes for the FSC. Use of the H2-1 is mandatory in making FSC determinations for standardization documents.
Cataloging Handbook, H-6, *Federal Item Name Directory*. Contains names for items of supply. Item names in titles of specifications and Commercial Item Descriptions (CID) will conform to the H-6. When there is no approved item name (AIN), titles will be selected on the basis of agreement between the standardization and cataloging organization of the PA.
DoD Directive 5000.1, *Defense Acquisition*. This directive applies to all elements of the DoD. It states policies and principles for all DoD acquisition programs and identifies the Department's key acquisition officials and forums.
DoD Index of Specifications and Standards (DoDISS). Lists federal and military specifications, standards, related standardization documents, and nongovernment documents that have been adopted by the military services. Identifies document identifier numbers, FSCs/areas, titles, PAs, S/A custodians, interest activities, and document dates. The DoDISS is available on-line, in numeric, FSC, or title sequence.
DoD Manual 4120.3-M, *Defense Standardization Program (DSP) Policies and Procedures Manual.* Establishes policy, procedures, and instructions for implementing the standardization program within the DoD. Assigns responsibilities for standardization initiatives described in this regulation.
DoD Regulation 5000.2-R, *Mandatory Procedures for Major Defense Acquisition Programs (MDAPs) and Major Automated Information Systems (MAIS) Acquisition Programs*. Establishes a simplified and flexible management framework for translating mission needs into stable, affordable, and well-managed MDAPs and MAIS Acquisition Programs.
DoD-STD-963, *Data Item Descriptions (DIDs), Preparation of*. Establishes uniform procedures for DIDs to control proliferation of data requirements and identifies the role of the acquisition management systems and *Data Requirements Control List (AMSDL)* Clearance Officer in the coordination and approval process. DIDs are developed and circulated with standardization documents during draft coordination.
Federal Acquisition Regulation (FAR). Contains congressional laws that control federal acquisition policy. Certain parts of the FAR apply to areas that affect standardization actions. Those parts of the FAR are referenced in this regulation.
Federal Standardization Manual. Provides guidance for preparation and coordination of federal specifications (FED SPECs), federal standards (FED STDs), Qualified Product Lists (QPLs) and CIDs.
MIL-HDBK-300, ***Technical Information File (TIF).*** This handbook is a active listing of aerospace and missile support equipment used by the Army, Navy, and Air Force. This equipment is in the DoD inventory and can be identified using the FEDLOG (Federal Logistics Data on Compact Disk) product.

MIL-STD-961, *Preparation of Military Specifications and Associated Documents***.** Written expressly for the writer of military specifications (MIL SPECs). Contains a checklist to assist in document preparation. The foreword contains excellent guidance and should be reviewed periodically.
MIL-STD-962, *Preparation of Military Standards (MIL STDs) and Handbooks***.** Written expressly for the writer of MIL-STDs and handbooks. The foreword contains guidelines on application and tailoring. Format requirements are flexible to make adjustments which make sense to a particular document.
SD-1, *Standardization Directory*. Identifies standardization responsibility assignments for each FSC and areas, provides the addresses of the military offices and federal civil agencies participating in the DSP. Assigns a two-digit code to all active participants in the DSP. Available on-line through the Aquisition Streamlining and Standardization Information System (ASSIST) data base.
SD-2, *Buying Commercial & Nondevelopmental Items (NDIs).* A handbook which provides guidance on commercial and NDI acquisitions.
SD-3, *Guide for DoD Personnel Participating in North Atlantic Treaty Organization (NATO) Standardization*. A guide which provides the necessary background information for DoD personnel participating in standardization meetings of NATO.
SD-4, *Status of Standardization Projects***.** A quarterly report providing the status on projects that are in progress or planned. Projects consist of work on new or revised standardization documents, item reduction studies, and engineering studies that support the DSP. Available on-line through the ASSIST data base.
SD-5, *Market Analysis for Non-developmental Items (NDIs).* Provides a generic approach to market analysis that can be tailored to a wide range of acquisition and organizational structures.
SD-6, *Provisioning Governing Qualification*. A pamphlet prepared to familiarize contractors with the DoD Qualification Program. It explains qualification, QPLs, product testing, and test reports.
SD-7, *Overview of the DoD Parts Control Program*. Provides government and industry managers with an overview on why the program is needed and how it works.
SD-8, *Overview of the Defense Standardization and Specification Program*. A pamphlet designed to provide government and industry management with an understanding of the standardization process and an insight into the DoD program to manage standardization initiatives.
SD-9, *DoD Interaction with Non-government Standard Bodies (NGSBs).* A pamphlet to help NGSBs understand the DSP and to explain how they can interface with DoD in the development, adoption, and use of nongovernment standards (NGS).
SD-15, *Performance Specification Guide*. Offers guidance on how to write a performance specification.
TO 00-25-115, *Logistics/Maintenance Engineering Management Assignments*. Designates the AFMC activity assigned maintenance engineering management responsibility for aircraft, missiles, C-E systems, engines, and specified FSCs.

Table 30.2. Standardization Functional Areas and Responsibilities.

Agent. An activity that acts for, and by the authority of, the PA or Adopting Activity in the preparation of standardization documents, item reduction studies, engineering practice studies, and administration of QPLs and Qualified Manufacturers Lists (QML). The PA retains responsibility and approval authority for the work accomplished.

Command Standardization Office (ComSO). The office in HQ AFMC that is responsible for all command standardization activities in support of the DSP and the DepSO, as identified in AFI 60-101.
Custodian. The activity responsible for resolving and consolidating coordination comments for standardization documents or studies in its department or agency, and submitting those comments to the PA.
Departmental Standardization Office (DepSO). A top level office in each Military Department or Defense Agency responsibile for managing the DSP and ensuring that its LSAs and SMAs properly implement the policies, procedures, and goals of the DSP. The DepSO develops departmental policies and procedures to implement standardization responsibilities for the DSP. The DepSO makes decisions on unresolved comments elevated by Air Force LSAs.
Lead Service Activity. The military department or agency delegated responsibility for the development, preparation, and implementation of the DSP in an assigned area. Area assignments are listed in the SD-1. Major responsibilities are to prepare the area program plan, assign project numbers, and decide unresolved comments elevated by PAs/custodians. This term was replaced by lead standardization activity (LSA).
Lead Standardization Activity (LSA). The former terms "assignee activity" and "lead service activity" were combined under the new term "lead standardization activity." A managment activity in a military department or defense agency that guides DoD standardization efforts, for an FSG, an FSC, or a standardization area, through the development of standardization program plans, authorization of standardization projects, and identification and resolution of standardization issues.
Military Coordinating Activity (MCA). The military activity responsible for DoD coordinating, reconciling, and consolidating military comments for the DoD on a federal standardization document prepared by a civilian agency.
Participating Activity. The activity responsible for resolving and consolidating coordination comments on standardization program plans in its military DoD agency, and submitting those comments to the LSA.
Preparing Activity (PA). The DoD activity or the civilian agency responsible for the preparation, coordination, issuance, and maintenance of standardization documents.
Review Activity. A SMA having a technical or procurement interest in a standardization document, thus requiring a review of all proposed actions affecting it.
Standardization Management Activity (SMA). A generic term to describe any DoD activity listed in the SD-1 that functions as an LSA, PA, participating activity, MCA, custodian, review activity, adopting activity, or item reduction activity.

Chapter 31

PROCESSING STANDARDIZATION DOCUMENTS

31.1. Initial Actions.

31.1.1. Sequence of Actions. The preparation of standardization documents normally proceeds through the following sequence of actions:

31.1.1.1. Establish a need.

31.1.1.1.1. Search for Existing Standardization Documents. The name of the item determines the applicable FSC and is determined using the Federal Supply Classification, Groups and Classes, Cataloging Handbook H2-1. Both the FSC listing and alphabetical listing of the DoDISS are reviewed in the search for an existing document. An existing document will be revised to include a new requirement in preference to preparing a new duplicate or overlapping document. ***NOTE:*** If a revision cannot be completed in a timely manner, an interim document will be prepared. Refer to DoD 4120.3-M, and MIL-STD-961, *Preparation of Military Specifications and Associated Documents*.

31.1.1.1.1.1. SD-4, *Status of Standardization Projects*, is reviewed to determine if a new document is in preparation by another DoD activity.

31.1.1.1.1.2. Industry sources are reviewed to determine the availability of an NGS.

31.1.1.2. Document Preparation.

31.1.1.2.1. If a new standardization document must be prepared, the following order of preference will be followed according to the Federal Acquisition Regulation (FAR), part 11, paragraph 11.101:

31.1.1.2.1.1. Documents mandated for use by law.

31.1.1.2.1.2. Performance-oriented documents.

31.1.1.2.1.3. Detailed design-oriented documents.

31.1.1.2.1.4. Standards, specifications, and related publications, issued by the government outside the defense or federal series, for the non-repetitive acquisition of items.

31.1.1.3. Determining the Proper Type of Acquisition Document. The type of document to be prepared is determined by the type of item or services to be procured. An item unique to a military application is described in a MIL-SPEC. A commercial off-the-shelf (COTS) or modified COTS item is described in a federal series document, such as a Federal Specification (FED SPEC) or Commercial Item Description (CID), depending on the complexity of the requirements. An NGS may be adopted in lieu of a FED SPEC or CID, if available, or if a nongovernment standards body (NGSB) is willing to prepare one. NGSs are documents, issued by private sector organizations, which describe goods, services, and engineering practices commonly available to the general public.

31.1.1.4. HQ AFMC Approval for a New Standardization Document. PAs are responsible for preparation of the proper type of standardization documents in their assigned FSCs. Preparation of a new document, in an FSC or area other than those listed in the SD-1 for that PA, requires

ComSO approval. The approval process is required to minimize the quantity of standardization document transfers between ALCs.

31.1.1.4.1. The SD-1 identifies FSC and area assignments under administrative control of the CASC (code 99). Any document prepared in these FSCs/areas also requires ComSO approval prior to preparation.

31.1.1.4.2. Requests for approval are by letter and provide the following information:

31.1.1.4.2.1. Proposed FSC/area.

31.1.1.4.2.2. Proposed title.

31.1.1.4.2.3. Proposed type of document.

31.1.1.4.2.4. Scope of the document.

31.1.1.4.2.5. Basis for the requirement.

31.1.1.4.2.6. E/I application, as applicable.

31.1.1.4.2.7. General physical and functional description of the item, as applicable.

31.1.1.5. Project Numbers. A project number is obtained from the LSA, as identified in the SD-1 for the proposed FSC/area.

31.1.1.5.1. A project number consists of 8 characters..

31.1.1.5.1.1. The first 4 characters are the FSC or area assignment.

31.1.1.5.1.2. The second 4 characters are the project number assigned by the LSA.

31.1.1.5.1.3. The 9th and 10th characters are used when related subprojects are involved, such as slash sheets to a specification.

31.1.1.6. DD Form 1585, **Standardization Project Transmittal Sheet**.

31.1.1.6.1. Preparation of DD Forms 1585 is discussed, in detail, in the SD-4.

31.1.1.6.1.1. Submittal of a DD Form 1585 to the LSA, the DoD SD-4 Monitor, and custodian is required. This action establishes the project in the SD-4.

31.1.1.6.1.2. The ALCs will provide a copy of the DD Form 1585 to CASC.

31.2. Document Research.

31.2.1. Market Research and Analysis (MR&A).

31.2.1.1. MR&A is the collection and evaluation of data necessary to determine:

31.2.1.1.1. Salient characteristics, which a product must possess to meet a particular government user's need.

31.2.1.1.2. Availability of products possessing the salient characteristics.

31.2.1.1.3. Alternative acquisition strategies available for acquiring such products (i.e., locally purchased, off the General Services Administration (GSA) schedule, interservice or interagency SSRs, etc.).

31.2.2. Standardization Documents Publications. The following publications will be used to prepare standardization documents:

31.2.2.1. Federal Standardization Manual.

31.2.2.2. DoD 4120.3-M. *Military Qualified Products Lists (QPLs).*

31.2.2.3. DoD-STD-963, *Data Item Descriptions (DIDs), Preparation of*. Data Item Descriptions.

31.2.2.4. MIL-STD-961. MIL SPECs, specification sheets, and detail specifications.

31.2.2.5. MIL-STD-962, Department of Defense Standard Practice, Defense Standards and Practices. MIL-STDs, MIL-STD bookform standards, MIL-STD unit page standards, and military handbooks.

31.2.2.6. SD-15, *Performance Specification Guide*. Performance Specifications.

NOTE:

The formatting of standardization documents is described in the listed publications. An additional publication, the US Government Printing Office Style Manual, is a handy reference. Also, refer to AFI 60-101 for Section 5, Packaging Requirements.

31.2.3. FSC and Title.

31.2.3.1. The FSC for a standardization document is determined according to the Cataloging Handbook H2-1, *Federal Supply Classification (FSC).*

31.2.3.2. Standardization documents will be titled according to the Cataloging Handbook H-6, *Federal Item Name Directory.*

31.2.3.3. CASC will assist all Air Force PAs in determining the proper FSC and title.

31.2.4. AMSC Number.

31.2.4.1. An AMSC number is required on all standardization documents that reference a DID. Refer to DoD Manual 4120.3-M.

31.2.4.2. Standardization documents that do not originate or include data requirements will reflect “AMSC N/A.”

31.2.4.3. Military handbooks and bulletins, CIDs, and NGSs shall not be source documents for DIDs; therefore, are annotated “AMSC N/A.”

31.2.5. Part or Identifying Number (PIN) Structure.

31.2.5.1. When a specification covers more than one part, item, or material that is subject to assignment of an NSN and an identification problem in the Federal Supply System may result, a specification-based PIN, to identify the parts, items or materials, will be included.

31.2.5.2. A market analysis should be conducted prior to development of a PIN, to determine standard lengths, sizes, colors, etc. of the product being described by the specification.

31.2.5.3. PINs developed for products covered by the same specification shall be uniform in structure. Uniformity is also desired for all PINs within the same group of closely related items.

31.2.5.4. PIN development is the responsibility of the document PA; but, requesting a PIN be included in the document may be submitted as an essential comment during document coordination. When submitting such a comment, a proposed PIN structure will be provided by the submitter.

31.2.6. Concluding Material. Located as the last data in a standardization document, prior to the DD Form 1426, **Standardization Document Improvement Proposal**.

31.2.6.1. The concluding material will contain information on the PA, project number, interested government review activities, and interested industry organizations. The SD-1 contains codes used to identify interested activities. The SD-4 contains project number information.

31.2.6.2. Amendments and page revisions will address correction of any discrepancies in the concluding material.

31.3. Acquisition Of Commercial Products.

31.3.1. Policy.

31.3.1.1. Established by the Office of Management and Budget (OMB).

31.3.1.2. States "The government will purchase commercial, COTS products, when such products will adequately serve the Government's requirements."

31.3.1.3. Designed to reduce research, engineering acquisition, and support costs by:

31.3.1.3.1. Maximizing the acquisition and use of items regularly manufactured and sold off-the-shelf, in the public marketplace, with minimal or no required modification.

31.3.1.3.2. Encouraging, recognizing, and evaluating technological innovations in commercial items that are applicable to DoD needs.

31.3.2. Procedures. When it is determined that a FED SPEC or CID is required for a commercial type product, the following procedures will be followed:

31.3.2.1. Perform market analysis to determine whether one or more commercial items are available which can meet or approximate the established need.

31.3.2.2. The specification or CID will contain minimum statements or requirements, stated in performance terms. that will enable purchase of the acceptable commercial products "off-the-shelf."

31.3.2.3. Quality assurance requirements will be included in a CID when they are determined to be essential. They will not exceed what a nongovernment buyer might prudently request.

31.3.2.4. Ensure that the specification or CID supports the acquisition strategy for the product to include the method of acquisition, storage, distribution, logistic support, and maintenance.

31.3.2.5. CASC reviews ALC prepared CIDs.

31.3.3. CASC provides final approval for ALC-prepared CIDs and provides a document identifier and approval date.

31.4. Coordination of Standardization Documents.

31.4.1. Full or Limited Coordination Determination.

31.4.1.1. Accomplished by the PA according to DoD 4120.3-M.

31.4.1.2. All Air Force prepared documents will be reviewed by the center safety office during the draft coordination cycle. If, during the preparation of the final document, changes are made which may affect safety, the document will be recoordinated with the center safety office.

31.4.1.3. Federal series documents are coordinated with appropriate GSA commodity centers, as indicated in the SD-1.

31.4.1.4. CID coordination is restricted to a maximum of 60 days.

31.4.1.5. Drafts of new standardization documents are coordinated locally, with DoD, and industry for comments and to determine interest for a fully coordinated document.

31.4.1.6. If immediate acquisition is required, coordination is limited to local activities that are essential to ensure an acceptable document is prepared for the initial acquisition.

31.4.1.6.1. Full coordination is initiated immediately after the initial document is approved.

31.4.1.7. Comments are incorporated or resolved according to DoD 4120.3-M.

31.4.1.7.1. Essential Comments. Comments covering requirements or provisions of such importance to the mission of the commenting activity that it must be accepted or reconciled. Essential comments without clear and valid justification will be considered suggested comments.

31.4.1.7.2. Suggested Comments. Comments covering changes considered desirable but not essential. Comments on format, grammar, and punctuation are usually suggested comments (refer to DoD 4120.3-M). Noncritical technical comments may also be suggested comments.

NOTE:

The best stated and/or most comprehensive reasons do not convert a suggested comment into an essential comment. A comment is either essential or suggested because of its effect on the usability of the document. Ensure essential comments have a proper basis as well as a sound justification.

31.5. Final Approval And Processing.

31.5.1. General Procedures. Refer to DoD 4120.3-M.

31.5.1.1. All documents prepared by the ALCs will be forwarded through their standardization focal point, as identified in the SD-1, for preliminary review. The ALC focal point will then forward the document to CASC for final review and approval. After approval, CASC will forward the document to DAPS for publication and distribution.

31.5.1.2. The ALCs will send one reproducible quality original along with three copies of the final document. In addition, the ALCs will provide a digitized copy of the document on a 3 1/2 inch disk. This is to meet the requirements established in DoD Policy Memorandum 95-4, *Digitized Database of Standardization Documents*. The hard copy document, along with the digitized document on disk, will be sent to DAPS, as a package, with a letter from the ALC requesting publication of the document.

31.5.1.3. Margins will be a minimum of 1/2 inch top, bottom, and right side. Margins will be 1 inch on the left side to allow for punched holes.

31.5.2. Quality Control Review.

31.5.2.1. CASC will make minor corrections to the document, as necessary. Corrections to format, grammar, and punctuation need not be coordinated with the PA. Any corrections in regards to the technical content of the document must be coordinated with the engineer who has responsibility for the document.

31.5.3. Dating and Numbering. The ALC standardization focal point will contact CASC for a document identifier number for all new military specifications or CIDs. For new military standards, handbooks, or bulletins contact Aeronautical Systems Center (ASC)/ENSI. This will be done prior to sending the document to CASC for final review and approval. After final approval, standardization documents (original and three copies) are dated by CASC according to paragraph 31.3.3.1.

31.5.4. Copy Distribution.

31.5.4.1. The three dated and numbered copies are distributed as follows:

31.5.4.1.1. The LSA for the FSC or area.

31.5.4.1.2. PA for immediate needs.

31.5.4.1.3. Standardization activity retains one copy.

31.5.5. Reproducible Copy and Disk Mailing.

31.5.5.1. The standardization activity will forward the document to DAPS, Bldg 4D NPM-DODSSP, 700 Robbins Avenue, Philadelphia PA 19111-5094.

31.5.5.2. The original and three copies of DPSDO-Form 5604/4, **Print Order**, are completed by standardization activities to transmit approved documents to DAPS.

31.5.5.3. Federal series documents require two reproducible quality copies.

31.5.5.3.1. One is sent to DAPS for DoD distribution.

31.5.5.3.2. One is sent to GSA/FSS, FSS Acquisition Management Center, Environmental & Engineering Policy Division (FCOE), Washington DC 20406-0001, for agency distribution.

31.5.5.4. Final Actions.

31.5.5.4.1. Upon receipt of a reproducible, dated copy, of a new standardization document, the PA will initiate a final DD Form 1585 to the LSA and SD-4 monitor to complete the project, if not previously accomplished.

Chapter 32

STANDARDIZATION DOCUMENT RELATED ACTIONS

32.1. Safety Review Of Standardization Documents.

32.1.1. Responsibilities.

32.1.1.1. All standardization documents, including purchase descriptions (PDs), used in acquisition of equipment/parts, require a safety review to ensure they meet Occupational Safety and Health (OH) standards. Standardization documents, prepared by the ALCs, are reviewed and approved by the ALC Safety Office.

32.1.2. Documentation.

32.1.2.1.The coordination response from the lead engineering support activity (ESA) will include a statement certifying an OH review has been performed. A copy of this response will be kept in the standardization document's engineering file.

32.1.3. Processing.

32.1.3.1. The validation process for overage documents includes an OH review.

32.1.3.2. PAs that have a designated agent (other than an Air Force activity) for a document, will ensure an OH review is accomplished.

32.1.3.3. The Air Force custodian activity will perform OH reviews for standardization documents prepared by other than Air Force activities.

32.1.3.3.1. When the Air Force custodian is CASC, the OH review is performed by the safety office of the lead (FSC assigned) ALC interest activity.

32.1.3.4. The PA will provide certification of OH review, for retention in the document files, to the standardization activity responsible for final review and dating of the standardization document.

32.1.3.4.1. A certification of OH review will be provided to standardization activities for PDs at the time a request for stocklist action is initiated.

32.2. Standardization Document Identifier Numbers.

32.2.1. Assignment of standardization document identifier numbers is the responsibility of the DoD Single Stock Point (DoDSSP). Air Force PAs will contact CASC, code (99), for assignment of a document identifier number when preparing new military specifications or CIDs. The ASC code (11), will be contacted for assignment of document identifier numbers for new military standards, handbooks, or bulletins.

32.2.2. Application.

32.2.2.1. Document identifier numbers are affixed during final approval. Refer to DoD 4120.3-M, chapter 5, and chapter 31, paragraph 31.5.3 of this manual.

32.2.2.2. New documents are identified by three XXXs (i.e., MIL-DTL-XXX, MIL-PRF-XXX, MIL-STD-XXX, A-A-XXX) during coordination and in the SD-4.

32.3. PA Listings.

32.3.1. Responsibilities.

32.3.1.1. Each AFMC PA will maintain an accurate listing of all standardization documents for which they are the assigned PA.

32.3.1.1.1. The listing will contain the basic document identifier number for each document; revision, or amendment. Indicators are not required.

32.3.1.1.2. Transfers and cancellations will be annotated on the listing, as they occur, to maintain currency.

32.4. Air Force Custodian. The Air Force custodian for new, non-Air Force prepared, standardization documents is determined according to AFI 60-101.

32.5. Transfer of Standardization Documents.

32.5.1. Basis for Transfer.

32.5.1.1. Standardization documents for design stable items are eligible for transfer to AFMC for maintenance for the duration of the need for the item.

32.5.1.2. Standardization documents prepared by ASC remain with ASC until transition to AFMC.

32.5.1.2.1. Transfers from ASC to AFMC may be refused for two reasons:

32.5.1.2.1.1. Unstable design and engineering required is beyond AFMC capability and responsibility.

32.5.1.2.1.2. No known Air Force requirement.

32.5.1.2.1.2.1. ASC will propose cancellation of the standardization document with a non-occurrence for lack of a known Air Force requirement.

32.5.1.3. Transfers are initiated to the ALCs through CASC. CASC will assist the ALCs in determining Air Force requirements for the item prior to accepting transfer.

32.6. Overage Document Review.

32.6.1. Annual Overage Listing.

32.6.1.1. Active DoDISS documents that have not been revised, amended, or validated in the past 5 years and do not have active project numbers in the SD-4 are identified as overage documents.

32.6.1.2. The DoDSSP will distribute a listing of overage documents annually to PAs.

32.6.1.3. The ALC standardization focal point will forward one copy to CASC/PCA, Program Control and Policy Division, Acquisition Branch.

32.6.1.4. CASC will review the listing and return recommended actions.

32.6.1.5. All listed documents must be updated during the following year.

32.6.1.6. Each PA will annotate a copy of the listing, as to action to be taken or already accomplished, and return it to CASC.

32.6.1.6.1. TheIM will work with the appropriate engineering office to determine the essentiality of an overage specification for future procurement.

32.6.1.6.2. Written coordination and concurrence, by both the IM and responsible engineer, will be submitted with the listing for all documents identified for cancellation. This written coordination will be maintained in the standardization activity's document file. ***NOTE:*** This is required only for specifications that are identified on the overage document list.

32.6.1.7. CASC will review the annotated listing and take action, as directed, by the ALCs. Actions within CASCs authority to take without further coordination with the ALC engineering office are cancellation, inactivation for new design, and validation. For all other actions, CASC must become the agent for the ALC and coordinate with the responsible engineering office.

32.6.2. Prioritizing Overage Documents. Overage documents will be prioritized to ensure their update and to minimize backlogging documents into the next annual review cycle.

32.6.2.1. Documents not updated by the end of the annual cycle will receive priority over documents in the next cycle. Documents with the oldest date will receive the highest priority. This must be tempered with the fact that a document that is also overage but not as old may actually get a higher priority due to a more important procurement need.

32.6.2.2. The LSA will initiate cancellation action on documents over 6 years old accoding to DoD 4120.3-M.

32.6.2.3. Standardization Policy. Specifications are maintained only as long as they are needed for procurement purposes. This policy will be strictly enforced by the ALC standardization focal point and CASC.

32.6.2.4. Overage specifications supported by agent activities will also be verified by their IM activity.

32.7. Canceled Standardization Documents.

32.7.1. Retention of Copies.

32.7.1.1. The DoDSSP will retain a copy of canceled and superseded standardization documents on microfiche.

32.7.1.1.1. Microfiche copies are readable but may not be of reproducible quality.

32.7.1.1.2. PAs will maintain a reproducible quality copy for canceled or superseded documents, if available, until assured the document will not be reinstated.

32.7.1.1.3. Canceled and superseded documents may be disposed of after considering the above requirement.

Chapter 33

OTHER STANDARDIZATION DOCUMENT SUBJECTS

33.1. DIDs.

33.1.1. Policy and Procedures.

33.1.1.1. Prepared according to DIDs, Preparation of DoD-STD-963.

33.1.1.2. Standardization documents that originate or reference DIDs require approval from the office of the "Director, Continuing Acquisition and Life Cycle Support (CALS) and Engineering Data Interchange (EDI)," standardization code "DO."

33.1.1.3. An AMSC number is required on the front cover of standardization documents that reference DIDs.

33.1.1.3.1. The AFMC data manager is located at HQ AFMC/EN, Directorate of Engineering and Technical Management.

33.2. QPL. PAs, responsible for preparation, format, justification, retention, authorization, and use of QPLs, will refer to the Federal Standardization Manual, SD-6, *Provisions Governing Qualification*, and DoD Manual 4120.3-M.

33.3. NGSs.

33.3.1. Policy and procedures for NGSs are addressed in DoD 4120.3-M.

33.3.2. Adoption and use is preferred in lieu of preparation of other types of DoDISS documents.

33.3.3. Participation in Development.

33.3.3.1. OMB Circular A-119, *Federal Participation in the Development and Use of Voluntary Standards,* requires federal government participation in the activities of NGSBs.

33.3.3.2. DoD components will provide representatives to industry standard bodies during development effort, as required.

33.3.3.2.1. Participants are listed in the SD-11, *Directory of DoD Participation on Nongovernment Standards Technical Committees*.

33.4. Non-DoDISS Documents. The FAR, Part 11, paragraph 11.102 states that requirements documents will be developed according to guidance contained in the Federal Standardization Manual and, for DoD components, DoD 4120.3-M.

33.4.1. PDs.

33.4.1.1. May be used when no satisfactory standardization document exists to buy products. Use of purchase descriptions shall be limited to one-time buys, small purchases, or when development of a standardization document is not considered cost effective. PDs are not intended for repetitive procurements.

33.4.1.2. Disadvantages of using PDs.

33.4.1.2.1. No DoDISS visibility, as PDs are not listed in the DoDISS.

33.4.1.2.1.1. DoDISS documents are easily obtained by manufacturers who are considering bidding on DoD acquisitions. If a manufacturer misses the Commerce Business Daily advertisement for a PD item, they have no way to know the recurring requirement exists.

33.4.1.2.2. Lack of visibility results in DoD PAs developing similar PDs to buy the same kind of item.

33.4.1.2.2.1. Multiple NSNs may be assigned to an item of supply when descriptive data is unavailable, different PD numbers are assigned, and different manufacturers reference numbers make the item unrecognizable as the same item of supply.

33.4.1.2.2.2. Central stock, store, and issue determinations are not evaluated because the multiple requirements are only visible locally.

33.4.1.2.3. PDs have no standardized format.

33.4.1.2.3.1. Specific areas, such as requirements, quality assurance, etc., are difficult to locate.

33.4.1.2.4. Coordination bypass of the standardization community and lack of cross-reference documentation jeopardizes proper standardization I&S groupings, catalog phrase coding, etc.

33.4.1.2.5. Items procured are not authorized for generic NSN relationships.

33.4.1.2.5.1. DoD policy restricts generic NSN relationships to items procured under military, federal, or industry specifications. ***NOTE:*** A common misconception is that PDs are "quicker out the door" than DoDISS type documents because they don't require coordination with other DoD activities. However, the coordination cycle for a new CID is limited to 60 days, and, if an interim document to an existing DoDISS document is used, coordination is delayed for a period of up to 2 years. This permits the immediate use of the interim document to meet urgent needs.

33.4.1.3. CASC Review.

33.4.1.3.1. Requests for stocklist action will be accompanied by a copy of the PD to enable CASC to perform IEC review on new items.

33.4.1.3.2. CASC will maintain PD files by FSC and item name.

33.4.1.3.3. All similar, previously stocklisted, PD items will be reviewed during the IEC review process.

33.4.1.3.4. If a suitable substitute item is revealed, stocklist action is not required.

33.4.1.3.4.1. If assets are not available under the substitute NSN, and the substitute NSN is a PD, the proposed PD is returned to the ALC for conversion to a DoDISS document, acceptable for repetitive acquisition.

33.4.1.3.5. If immediate acquisition is required using the proposed PD, stocklist action will be accomplished after a standardization project number is obtained, to indicate a DoDISS document will be prepared.

33.4.1.3.6. Initial PDs, for items that will require repetitive procurement, are returned for conversion as stated above.

33.4.1.4. Safety Review. Items procured by PD require Occupational Safety and Health (OH) review during the local coordination cycle. Refer to chapter 32 of this manual, paragraph 32.1.

33.4.1.5. Standard PD Identifier Numbers.

33.4.1.5.1. PD identifiers, for one time buys and those that may lead to multiple buys, will be constructed as shown in table 33.1.

Table 33.1. Document Identifiers.

Doc Type	Year	Office	Engineer #	Project #
PD	96	SA/TILD	107.2	None
CID	**	**	**	6625-0715
MIL	**	**	**	**
FED	**	**	**	**

NOTE 1: A PD is a one time buy and does not require a project number; However, it will require a buy item CAGE Code and part number to be added to the NSN.

NOTE 2: The "Project #" column refers to a DoD Standardization Project number. Information on how to obtain standardization project number can be found in DoD 4120.3-M., chapter 4, paragraph C

NOTE 3: ** indicates like information, as applicable.

33.4.1.5.2. CASC will ensure all PD numbers conform to this format and are assigned an ALC CAGE Code for the manufacturer, prior to stocklist action. This standard format will facilitate inspections and audits for adherence to PD policy.

33.5. DoDISS.

33.5.1. The DoDISS contains information on all DoD prepared specifications, standards, and handbooks. In addition, DoDISS also contains federal documents and nongovernment documents adopted for DoD use.

33.5.2. The DoDISS is a complete listing of all unclassified federal, military, and departmental specifications, standards, related standardization documents, and industry documents which have been adopted for DoD use. Use of the DoDISS is mandatory for all DoD activities. It is published in hard copy, CD-ROM versions, and available on-line via the Internet (http://www.dtic.dla.mil/stinet/public-stinet/htgi/dodiss/). The DoDISS is comprised of three parts:

33.5.2.1. Part I is an alphabetic listing of all active documents, listed by nomenclature, cross-referenced to document number, date, PA, and custodian.

33.5.2.2. Part II is a numeric listing which reflects all active documents, in document number sequence, by document type. Military Specifications (MIL SPECS), Military Standards (MIL STD), Federal Specifications (FED SPEC), Federal Standards (FED STD), Commercial Item Descriptions (CID), QPLs, and industry documents, in that order. Part II also contains an appendix which is a cumulative listing of all documents which have been canceled.

33.5.2.3. Part III is a cumulative listing of documents in FSC sequence, indexed alphabetically.

33.5.3. The hard copy DoDISS is published annually in July and updated bimonthly by use of cumulative supplements. The Part II Appendix (listing of canceled documents) is an exception, it is published triannually.

33.5.3.1. Each section is updated with its own supplement. These supplements can be identified by the yellow color and the word "supplement" printed on the title page. The CD-ROM version is published bimonthly with each bimonthly edition completely replacing the previous edition.

33.5.4. Changes to DoDISS.

33.5.4.1. Changes or corrections to existing DoDISS data are accomplished by submitting DD Form 1865, **DoD Index of Specifications and Standards**.

33.5.4.2. PAs submit DD Forms 1865 to their standardization activities for processing.

33.5.5. Listing Air Force Interest Activities.

33.5.5.1. The program for maintaining the DoDISS permits a maximum of five interest activity codes combined for each military service.

33.5.5.1.1. PAs and custodians are not designated as interest activities.

33.5.5.2. Concluding material, of new and revised standardization documents, will indicate the interest activities in the order desired, especially when the total exceeds five activities.

33.6. Acquisition Streamlining And Standardization Information System (AS SIST).

33.6.1. Introduction.

33.6.1.1. The ASSIST is used by DoD in the management of the DSP. ASSIST is a tool used to provide timely information about specifications and standards imposed in the acquisition process and to attain visibility over the interrelationships between standardization documents. The ASSIST database presently consists of four major DoD standardization and acquisition databases. These databases include the DoDISS, SD-1, SD-4, the Defense Management Review (DMR), and the Data Requirements Control List (AMSDL). These databases are accessed and the information is integrated to supply a variety of standardization document report capabilities, to support DSP initiatives, and to maintain current status of standardization projects.

33.6.1.2. ASSIST is available in CD-ROM format, which is updated bimonthly or on-line. The ASSIST database is in operation at DoDSSP, Philadelphia PA. Reports can be selected from the "MAIN MENU" to give hierarchical relationships between documents through their existing references. Reports may be accessed from the "MAIN MENU" to provide keyword searches and ad hoc queries as defined by the user. On-screen prompts identify information provided by individual reports and function keys are standardized to allow users to adapt easily to the software.

33.6.1.3. This network environment allows users to generate and view current standardization reports and to download information to local personal computers (PCs). The download capabilities are available for interactive and batch reports. The ASSIST data is updated weekly with the latest information; however, it does not maintain a history file on document revisions. ASSIST provides information on active and canceled documents in the following categories: MIL-SPECs, MIL-STDs, Military Sheet Form Standards (MS), Air Force-Navy Aeronautical Standards (AN), Air Force-Navy Aeronautical Design Standards (AND) drawings, military bulletins and hand-

books, CIDs, adopted NGSs, FIPS, QPLs, International Standardization Agreements, DoD SDs, and Military Guide Specifications.

33.6.2. System Access. ASSIST may be accessed via the Internet (http://www.dtic.mil/dps-phila/assistonline.html) or by dial in modem. A password is required prior to ASSIST access. Passwords may be obtained by calling the ASSIST Help Desk at Commercial (215) 697-6257/6396 or DSN 442-6257/6396.

33.6.3. Main Menu. The ASSIST "MAIN MENU" identifies different types of reports which may be accessed. Selections may consist of only one report or may include separate menus with multiple reports. Arrow keys allow the user to scroll through the menus and on-screen prompts provide report descriptions when identified by the cursor. The command line at the bottom of the screen gives function keys and their usage.

33.6.4. Required changes to the ASSIST Database may be initiated via DD Form 1865. The phrase, "These changes are required to correct information in the ASSIST Database," will be included in the remarks block.

33.7. Application and Tailoring.

33.7.1. Policies and procedures for selective application and tailoring of specifications and standards in the materiel acquisition process are addressed in DoD 4120.3-M.

33.7.2. Effective application of standardization documents is realized by avoiding over and under application.

33.7.2.1. Over application is invoking requirements excessive to design program requirements. The results can be increased cost, funding difficulties, reduced quantity of items, schedule delays, etc.

33.7.2.2. Under application is the omission or easing of essential requirements. The results can be reduced capability, increased life cycle cost, early obsolescence, etc.

33.7.2.3. PAs can ensure proper application by formatting standardization documents to facilitate selective application and tailoring.

33.7.2.3.1. Extract applicable paragraphs from lower-tier documents rather than referencing them in their entirety.

33.8. SD-1.

33.8.1. Introduction. The SD-1 identifies the activities and responsibilities for those activities having an interest in the DSP.

33.8.2. Description. The SD-1 is comprised of three parts: Part 1, known as the SMA List, identifies DoD SMAs and other interested organizations having responsibility for activities in the DSP. The inside front cover identifies the activities responsible for the various sections of the directory and explains how to submit changes. The forward and definitions sections give general information, a listing of standardization codes and descriptions, a listing of standardization documents and their cognizant OSD technical review offices, and a listing of prohibited references in standardization documents.

33.8.2.1. Part 1 is made up of two segments.

33.8.2.1.1. The first segment lists SMAs, sectioned off by military activities, defense agencies, and other elements of the federal government.

33.8.2.1.2. Segment two lists SMAs in alphanumeric sequence by the designated activity codes for the SMAs.

33.8.2.2. Part 2 contains LSA assignments by standardization area, FSG, and FSC. The FSC listing also shows the activity responsible for Item Reduction Studies (IRS).

33.8.2.3. Part 3 provides names, addresses, and telephone numbers for standardization points of contact in the DoD, civilian agencies, and NGSBs. It also identifies standardization areas and FSCs in which DoD SMAs and civilian agencies have an interest and should review standardization documents and item reduction studies. There are nine separate listings by agency, activity, service, and NGSBs.

33.9. SD-4.

33.9.1. Introduction. The SD-4 indicates the status of standardization projects for the development, revision, and amendment of specifications, standards, handbooks, and studies. The SD-4 is compiled and published by DAPS, from data submitted by standardization activities throughout DoD. Printing and distribution is accomplished on a quarterly basis.

33.9.2. Description. The SD-4 is comprised of four parts.

33.9.2.1. The first part lists standardization projects in FSC sequence.

33.9.2.2. The second part is in PA sequence.

33.9.2.3. The third part is the canceled projects section, also in FSC sequence.

33.9.2.4. The fourth part cross references document title to project in FSC sequence.

33.9.2.5. Each listing contains an individual line for each project as well as a total of all projects within that FSC. All information is common to all sections. The purpose of having four listings is to allow users to search by PA, FSC, or to identify canceled documents.

33.9.2.6. Inputs are made to DAPS via DD Form 1585, **Standardization Project Transmittal Form**. This form allows for input of a new submission or additional information at a later date.

Chapter 34

STANDARDIZATION PROGRAMS

34.1. Item Reduction Studies (IRS).

34.1.1. Responsibilities.

34.1.1.1. Standardization activities develop, administer, and coordinate programs for conducting IRS projects and preparing proposed IRS lists (PIRSL) in agreement with inter-departmental assignments, as designated in the Standardization Directory, SD-1.

34.1.1.2. IRSs for all FSCs/FSGs will be coordinated with the appropriate ALC Engineering Support activities.

34.1.2. Procedures and Study Format.

34.1.2.1. Procedures, data requirements, catalog data actions, and format for IRSs and item standardization coding are according to DoD 4120.3-M.

34.1.3. CASC and ALC Coordination.

34.1.3.1. Perform simultaneous review of the IRS.

34.1.3.1.1. CASC will review items with an Item Standardization Code (ISC) 1, related to items with an ISC 3, which indicate present Air Force use. See table 34.1. for ISCs.

34.1.3.1.2. ALCs will review ISC 1 items for which they are the manager and/or user of the ISC 3 item.

34.1.3.2. Coordination between CASC and the ALC is not required for related items that are in an Air Force Interchangeability And Substitution Suspense System, D043B, I&S group and the ISC 1 item is the group master.

34.1.3.3. The ALCs will forward their comments to CASC, with sufficient lead time to allow CASC 10 working days from the due date, to consolidate Air Force comments and prepare a reply to the PA. ALC comments will indicate total concurrence or identify, by index number, ISC 1/3 relationships that are not acceptable. ***NOTE:*** If the ALC review cannot be completed by the scheduled due date, it is the ALC's responsibility to inform CASC. CASC will obtain an extension from the IRS PA prior to granting an extension to the ALC.

34.1.3.3.1. Unacceptable relationships will include technical justification for nonacceptance of the ISC 1 item.

34.1.3.3.2. The ALC will retain the IRS.

34.1.3.3.3. Comments will include the name, office symbol, and DSN number of the reviewer or responsible point of contact at the ALC.

34.1.3.4. CASC will contact the reviewer when comments differ as to acceptability of replacing ISC 1 items.

34.1.3.5. CASC will forward a listing to the ALC standardization program focal point as indicated in the SD-1 after the IRS review is complete. This listing will identify the index number and corresponding NSN of each ISC 1 item to be adopted for Air Force use.

34.1.3.6. The appropriate ALC ES, in conjunction with the IM, will initiate a Request for Cataloging Data/Action or SSR, as appropriate, to adopt replacing ISC 1 items, identified in the CASC listing, for Air Force use.

34.1.3.7. CASC will ensure NSNs on the adoption listing are adopted for Air Force use within 180 days. CASC will follow-up to the ALCs, as required, until all actions are complete.

Table 34.1. Item Standardization Codes (ISC).

ISC	Explanation
0	Items under the specification control of the DNA.
1	An item authorized for procurement as a result of a formal IRS and accepted as a replacement for one or more items not authorized for procurement. In generic relationships, a code 1 item is related to a code 2 item.
2	An item authorized for procurement which has been included in an IRS and which, initially, does not replace an item not authorized for procurement. In generic relationships, a code 2 item is related to a code 1 item.
3	An item which, as a result of a formal IRS, is accepted as not authorized for procurement.
5	An item authorized for procurement that has not yet been subject to item standardization, or items under the specification control of the NSA.
6	An item authorized for procurement that is in a specific FSC or item name grouping, consisting primarily of items which are one-of-a-kind; therefore, little or no potential exists for elimination of items through formal IRSs.
7	NATO use only.
8	NATO use only.
B	An item authorized for procurement, contained in a new or revised superseding specification or standard, that replaces prior items. This item will be assigned a Permanent System Control Number (PSCN), or, if a requirement exists, anNSN.
C	An item, authorized for procurement, which has been included in an IRS but a decision could not be made due to lack of sufficient technical data.
E	An item, no longer authorized for procurement, which has been replaced by an item contained in a new or revised superseding specification or standard. The replacement item will be a PSCN, or, if a requirement exists, an NSN.

34.2. Identification of Standard Items.

34.2.1. TIF, MIL-HDBK-300. MIL-HDBK-300 is an active listing of Aerospace and Missile Support Equipment used by the Army, Navy, and Air Force. This equipment is in the DoD inventory and can be identified using the FEDLOG product. CASC maintains the MIL-HDBK-300 list, as it appears in the FEDLOG, from data supplied by the ALCs and the other services. See chapter 28 of this manual.

34.3. CASC/ALC Interface.

34.3.1. Responsibilities. The division of responsibilities for various programs under the DSP are addressed in the applicable chapters of this manual. Basic responsibilities are divided as follows:

34.3.1.1. Standardization Documents (DoDISS only).

34.3.1.1.1. These documents are prepared by the ALCs and approved by CASC, prior to being forwarded to DAPS.

34.3.1.1.2. CASC is recorded as Air Force custodian for the majority of ALC-prepared documents.

34.3.1.1.3. When an ALC has a recorded interest in a non-Air Force prepared standardization document, CASC is normally the custodian.

34.3.1.1.4. When another Air Force activity is the appropriate custodian, and an ALC has a recorded interest, CASC will also indicate interest.

34.3.1.1.4.1. Recording CASC and ALC interest in standardization documents in this manner ensures CASC will receive copies of all documents with ALC engineering involvement.

34.3.1.1.5. Document coordination by other service and Air Force PAs is accomplished simultaneously with each involved ALC and CASC.

34.3.1.1.5.1. CASC and ALCs will respond directly to Air Force custodians.

34.3.1.1.5.2. ALCs respond to CASC only when CASC is the Air Force custodian.

34.3.1.1.6. When resolving “essential” comments, CASCs interaction with the ALCs is different than their interaction with other services, DLA, or other Air Force activities. Comments to the ALCs, on documents for which the ALC is the PA, are of a mandatory nature, since CASC is the ALCs standardization activity with final approval authority. This applies to comments which are on format or are editorial in nature. Comments regarding technical requirements are “suggested” as these are the responsibility of the ALC engineer who prepared the document.

34.3.1.2. ALC Standardization Focal Point. The ALCs shall have a designated office to act as the ALC standardization focal point. This office shall function as the link between standardization and engineering for the ALCs. The ALC standardization focal point will:

34.3.1.2.1. Ensure all standardization correspondence, in either direction, is suspensed and an appropriate response is returned to meet suspenses.

34.3.1.2.2. Ensure reports, forms, documentation, etc., are properly disseminated at the ALC or submitted to CASC, according to DSP requirements.

34.3.1.2.3. Assist engineering in preparation and maintenance of standardization documents, as required.

34.3.1.2.4. Review and ensure document quality meets applicable directives prior to forwarding to CASC.

34.3.1.2.5. Coordinate final corrections with CASC.

34.3.1.2.6. Maintain current SD-1 information for their ALC.

34.3.1.2.7. Ensure currency of local operating instructions (LOI) in regards to ALC involvement in the DSP.

34.3.2. CASC Interface with Air Force Clothing and Textile Office (AFCTO).

34.3.2.1. AFCTO, (Code 45), is the Air Force focal point for the coordination of Air Force prepared documents in FSGs 83 and 84, with the exception of FSC 8475 and FSCs 7210, 9420, and 9430, which require review by Defense Supply Center Philadelphia (DSCP).

34.3.2.2. AFCTO will establish Air Force interest on standardization documents prepared by other services during coordination of the draft document. CASC, as the designated Air Force custodian, must receive comments of interest, along with technical and clerical comments, with sufficient lead time to permit 10 working days from the due date, to prepare a consolidated Air Force reply to the PA.

Chapter 35

INTERNATIONAL MILITARY STANDARDIZATION AGREEMENTS

35.1. Responsibility for Participation. Policies and responsibilities for compliance with international military standardization agreements are subscribed to, and ratified by, the US and USAF and delineated in AFPD 60-1 and AFI 60-101 (formerly AFR 73-1).

35.2. Publications.

35.2.1. Standardization Agreements and Publications.

35.2.1.1. NATO Standardization Agreements (STANAG) are the record of an agreement amount, several, or all of the member NATO nations, to adopt like or similar military equipment; operational, logistics and administrative procedures; and design criteria and techniques.

35.2.1.2. The NATO Allied Publication (AP) covers tactical, administrative, procedural, and logistical subjects.

35.2.1.3. ASCC air standards are standardization agreements, similar to NATO STANAGs. Each air standard is numbered according to the responsible working part and is coordinated with other services that may have an interest in the agreement. All participating Air Forces (Australia, Canada, New Zealand, United Kingdom, and the US) must ratify a proposed air standard before it can be enacted as a completed agreement; However, this ratification may include certain national reservations on specific details of the agreement. Procedures for the development and publication of air standards are found in ASCC instructions. National ratification of an ASCC air standard implies an obligation to implement the air standard, as modified by any reservations, in national orders and instructions.

35.2.1.4. ASCC Advisory Publications are used to compile and exchange information, which the working parties determine is of value to the member services, but cannot be agreed on in an air standard. All nations must agree to issue an advisory publication, but need not be in full agreement as to its content. Implementation of national actions is not required. The ASCC Reference Catalog of Air Standard and Advisory Publications lists the advisory publications; procedures for their development are found in the ASCC instructions. National ratification of an ASCC Advisory Publication does not obligate a nation to the implementation of the Advisory Publication nor to keep the national content current.

35.2.1.5. American-British-Canadian-Australian (ABCA) Army Agreements are Quadripartite Standardization Agreements (QSTAG) among the ABCA armies.

35.2.1.6. A list of approved agreements and air standards is included in the DoDISS.

35.2.1.7. The publications that implement these agreements are military and federal specifications and standards, drawings, or other technical publications. Some STANAGs are implemented by TOs.

35.3. Program Implementation.

35.3.1. Procedures.

35.3.1.1. HQ AFMC responsibilities are monitored by CASC/PCA, Program Control and Policy Division, Acquisition Branch. When a STANAG (or any change to it) is implemented, the HQ USAF International Standardization Office (ISO) is notified of the method and date of implementation. New international standardization agreements and changes to existing agreements, with AFMC interest, are forwarded, by the HQ USAF ISO to CASC/PCA (Code 99) for monitoring action. The ISO identifies the implementing documents for new agreements.

35.3.1.2. CASC will forward the international agreement and indicate applicable implementing documents to the appropriate standardization activity (Air Force Code 16, 68, 69, 70, 71, 79, 80, 82, 84, or 85). CASC will maintain a copy of all international agreements that have AFMC interest.

35.3.1.3. The standardization activity focal point will maintain a copy of all applicable international agreements and forward the agreement, indicating applicable implementing documents, to the engineering action office. The engineering action office is suspended, by the standardization activity, to initiate a project for implementation of the agreement within 30 days. Additional copies of international agreements, which may be required, can be obtained from DAPS, Bldg. 4D, 700 Robins Avenue, Philadelphia PA., 19111-5094, by submitting a completed DD Form 1425, **Specifications and Standards Requisition**, or by written request on letterhead stationery. Up to five copies may be obtained, by phone, from the DAPS Customer Service number listed in the DoDISS introduction.

35.3.1.4. Implementation of an agreement is signified by the standardization activity's receipt of an amendment, revision, etc., which incorporates the agreement within the implementing document. Standardization activities (Code 99 for the ALCs) will ensure the provisions of this manual are complied with prior to forwarding the document to DAPS for action.

35.3.1.5. Standardization activities will ensure subsequent changes to the implementing document do not affect that portion containing the international STANAG.

35.3.1.6. AFMC standardization activities will notify CASC of the implementation date and the documents effected.

35.3.1.7. CASC will notify the ISO of the method and date of implementation.

35.3.1.8. International agreements, relating to DoD Standard Drawing Practices (DRPR), DoD Engineering Data Reproduction Systems (EDRS), Engineering Data Systems (EDS), and Technical Manual Specifications and Standards (TMSS), are implemented by the Air Force Continuing Acquisition and Life-Cycle Support (CALS) Program Office, Det 2, HQ ESC/AV-2 (Code 16).

35.4. Publication Annotation.

35.4.1. Procedures.

35.4.1.1. Each publication which implements a STANAG is annotated to clearly indicate the agreement it implements. According to the International Military Standardization Programs, AFI 60-101, and DoD Standard Practice, Defense Specifications, MIL-STD-961, the following instructions apply:

35.4.1.1.1. PAs are responsible for implementing international standardization agreements as they relate to their responsibilities. ***NOTE:*** Implementation of international standardization agreements extends beyond a statement of international interest before the concluding material

activity symbols of the implementing document. The requirements of the agreements must be incorporated to the point of exclusion of portions of the implementing document that may be in conflict with the agreement. If this implementation cannot be accomplished, the working party chairperson, for the particular agreement, must be notified so a reservation concerning the sections of the implementing document in conflict can be filed for the US Army and USAF.

35.4.1.1.2. When military documents (e.g., specifications, standard, MS sheets, or handbooks) reference international standardization agreements as part of their requirements, the following statement will be added before the concluding material activity symbols: "Certain provisions of this document (identified by paragraph number or similar manner, if appropriate) are subject to international standardization agreement (insert the ABCA or ASCC standard number, the STANAG number, or other appropriate documentary reference). When amendment, revision, or cancellation of this document is proposed, which will modify the international agreement concerned, the preparing activity takes appropriate action through international standardization channels, including the Departmental Standardization Offices (DepSO), to change the agreement or make other appropriate accommodations."

35.4.1.1.3. If a specification or a standard includes drawings, the drawings will contain the following statement: "International Interest-See specification or standard (insert document identifier). Consult the preparing activity before any revision."

35.4.1.1.4. When a nongovernment document is identified as being a part of an international agreement, the following paragraph will be included in the acceptance notice before the concluding material activity symbols: "**NOTICE:** Certain provisions of this document are the subject of an International Standardization Agreement (identify fully). When validation, amendment, revision, or cancellation of this document is proposed, the military coordinating activity takes the appropriate action through military international standardization channels, including the Departmental Standardization Offices (DepSO), as required."

35.5. Agreement Deviations. Deviations will not be made from a standardization agreement or any implementing documents without prior consultation with (or, in an emergency, notification of) the signatory nations. If an AFMC organization must deviate from a USAF-ratified agreement, it will send a deviation request to the USAF ISO. AFMC PAs will forward requests for deviation, via their standardization activity, to CASC/PCA.

35.6. Agreement Document Identifier. The Monitoring Committee (MC) of the ASCC will assign Document Identifiers of approved ASCC air standards.

35.6.1. Format.

35.6.1.1. The document identifier consists of the working party numerical designation, followed by the next consecutive number of approved air standards originating in a working party. For example, ASCC AIR STD 17/4 designates the fourth air standard of all draft air standards recommended by Working Party 17 for the approval of the MC. The document identifier for an ACSS air standard is located in the upper right-hand corner of the first page.

35.6.1.2. Subsequent revisions totally replace previous editions (i.e., AIR STD 17/4D replaces AIR STD 17/4C).

35.6.1.3. Amendments to an air standard are not cumulative; therefore, all amendments to a specific revision are retained until the document is revised.

Chapter 36

INTERCHANGEABILITY AND SUBSTITUTABILITY (I&S) PROGRAM

36.1. Purpose. The I&S Program documents and distributes item relationship data, approved for all applications, within the Air Force. By identifying related items of supply and providing an orderly attrition process, the I&S data is utilized in the procurement, management, and disposal of items in the Air Force and DoD inventories.

36.1.1. The Air Force I&S program interfaces with the DoD I&S program. The DoD program establishes a standardized process for the collaboration, establishment, recordation, interpretation, distribution, and interservice support of items within the I&S program. The Air Force I&S program also provides visibility of item relationships that, for various reasons, cannot be established as DoD relationships.

36.1.1.1. I&S relationships recorded in FLIS have been coordinated with all applicable DoD users. The PICA has responsibility to coordinate and establish the I&S family, but each I&S activity has the ability to record their own Order of Use (OOU). Air Force I&S activities will record their OOU within the guidelines of this chapter. When this information is recorded in FLIS, it is also recorded in the Air Force Master Item Identification Control System (MIICS)(D043), J Increment. DoD I&S information is visible through FLIS, D043, Federal Logistics Data on Compact Disc (FEDLOG), and the Management Data (MD) I&S CD-ROM. The DoD and Air Force I&S information is also distributed from D043 to interfacing Air Force logistics systems.

36.1.1.2. The Air Force maintains I&S relationships on items which cannot be established as DoD relationships in FLIS. These relationships are recorded in D043, visible in D043A, and distributed to interfacing Air Force logistics data systems. These relationships include P-Files, S-Files, X-Files, and R-Files.

36.1.1.3. Visibility of I&S Data in D043A.

36.1.1.3.1. D043A Selected Data Screen. The D043A Selected Data Screen includes a field labeled “I/S IND.” This element indicates if the screened item is included in an I&S relationship. Values for this field and their definitions are shown in table 36.1.

36.1.1.3.2. D043A J Increment Screen. The J Increment Screen for the master item indicates the type of group established (J, P, or S)and lists all group members and their associated OOU and Jump-To-Codes (JTC). If a related item has a Numeric Parts Preference Code (NPPC) recorded, it will be displayed as the last position of the OOU field (see AFMAN 23-110, volume 2, part 2, chapters 14 and 27). If the item being screened is Air Force managed, the J Increment Screen will also display the I&S data for the other military services that are supported by the Air Force. If the item being screened is a related item, the J increment screen will display the master item followed by “MST” in the OOU field.

36.1.1.3.3. D043A X File Screen. The X File Screen shows established relationships that cannot be recorded in a group because of a data incompatibility. There are fields on the screen that show the relationship and incompatibility codes. Values for these codes are shown in table 36.2 and table 36.3. The X File can include NSNs, NC items, ND items or K numbers.

36.1.1.3.4. D043A R File Screen. The R File screen shows research results that were submitted as base inquiries. The Reply Code and Explanation fields provide detailed information of the relationship for these two items of supply. The R File can include NSNs, NCs, NDs, or K Numbers. The Reply Codes are defined as follows:

36.1.1.3.4.1. Reply Code A - The items are interchangeable and will be recorded in a J, P, or S relationship. The OOU for the requisitioned NSN is shown in positions 1-3 of the explanation. The OOU for the supplied NSN is shown in positions 4-6 of the explanation.

36.1.1.3.4.2. Reply Code B - The items are interchangeable but cannot be recorded in an I&S group. The relationship will be recorded in the X File.

36.1.1.3.4.3. Reply Code C - The requisitioned item is a substitute for the supplied item and the relationship will be recorded in a J, P, or S relationship. The OOU for the requisitioned NSN is shown in positions 1-3 of the explanation. The OOU for the supplied NSN is shown in positions 4-6 of the explanation.

36.1.1.3.4.4. Reply Code D - The supplied item is a substitute for the requisitioned item and the relationship will be recorded in a J, P, or S relationship. The OOU for the requisitioned NSN is shown in positions 1-3 of the explanation. The OOU for the supplied NSN is shown in positions 4-6 of the explanation.

36.1.1.3.4.5. Reply Code E - The requisitioned item is a substitute for the supplied item and the relationship will be recorded in the X File.

36.1.1.3.4.6. Reply Code F - The supplied item is a substitute for the requisitioned item and the relationship will be recorded in the X File.

36.1.1.3.4.7. Reply Code G - The requisitioned item is the NHA.

36.1.1.3.4.8. Reply Code H - The supplied item is the NHA.

36.1.1.3.4.9. Reply Code I - There is no relationship between the items.

36.1.1.3.4.10. Reply Code J - There is some degree of relationship between the items; however, substitution on an “across the board” basis cannot be authorized. The explanation contains further information.

36.1.1.3.4.11. Reply Code K - The requisitioned NIIN is invalid.

36.1.1.3.4.12. Reply Code L - The supplied NIIN is invalid.

36.1.1.3.4.13. Reply Code M - The requisitioned item has been changed to, consolidated with, transferred to, or canceled as a duplicate of the supplied item.

36.1.1.3.4.14. Reply Code N - The supplied item has been changed to, consolidated with, transferred to, or canceled as a duplicate of the requisitioned item.

36.1.1.3.4.15. Reply Code O - The items are contained in the same I&S group.

36.1.1.3.4.16. Reply Code P - The requisitioned and supplied items have both been replaced by the item identified in the explanation field.

36.1.1.3.4.17. Reply Code Q - Other. See information in the explanation field.

Table 36.1. D043A Selected Data Screen "I/S IND" Codes.

Code	Explanation
I	I&S data, not currently recorded on this item, is pending for a future date.
N	There is no I&S data available for this item.
R	This item has a relationship recorded in the R-File.
S	This item is recorded in either a J-, P-, or S-File.
X	This item has a relationship recorded in the X-File.
*	Air Force inactive item, I&S data still recorded.

Table 36.2. D043A X-File Relationship Code Table.

Code	Explanation
I	Interchangeable
L	Limited Substitute
M	No Relationship
N	Next Higher Assembly
S	Suitable Substitute
U	Unsuitable Substitute
G	Generic Relationship

Table 36.3. D043A X-File Incompatibility Code Table.

Code	Explanation
1	Federal Supply Class
2	Materiel Management Aggregation Code
3	Source Of Supply
4	ERRC
5	Unit of Issue
6	Non-Use of Item Identifier
7	Pilferage Code
8	Security Code
9	Local Purchase
A	Acquisition Advice Code
B	Non-Use of Related Item
C	Non-Use of Either Item
D	Non-Conformance to DoD I&S
M	No Relationship
N	Next Higher Assembly
P	Consolidated/Transferred/Canceled/Duplicate
R	MOE Rule

36.2. Terms Explained . The following terms, listed in alphabetical order, are peculiar to the DoD and Air Force I&S Programs.

36.2.1. Bachelor Item. An item of supply which is not recorded in an I&S relationship.

36.2.2. Generic Item. An NSN which applies to a military, federal, or adopted industry specification or standard which is used to procure actual items of supply that meet the specification or standard. Assets are not stocked under the generic NSN. The generic item does not represent an actual item of supply, but defines the performance of the items procured under the specification or standard.

36.2.3. Generic Specific Item. An actual item of supply that has been procured under a specification or standard which defines performance criteria. These items are grouped as interchangeable with the generic master.

36.2.4. I&S Decision Record (ISDR). A clear text record, accessible through the D043 System, which records information to support I&S decisions made by the LDM.

36.2.5. I&S Family. An entity of items which possess physical and functional characteristics such as to provide comparable performance for a given requirement under given conditions. Also, the full range of items, determined by the managing or using S/As, to have unconditional interchangeable or substitutable relationships with each other and for which a common master item is a suitable replacement.

36.2.6. I&S Group. A grouping of items possessing such physical and functional characteristics as to provide comparable functional performance for any given application. Such items are identified as interchangeable or substitutable and are arranged in descending order to the item preferred most for retention in the inventory. ***NOTE:*** For I&S purposes, the terms I&S family and I&S group have the same meaning.

36.2.7. I&S Phrase Codes. Phrase Codes used in FLIS and the D043 System which accompany an OOU.

36.2.7.1. Phrase Codes are E, F, G, J, S, U, 3, 7 and <blank>.

36.2.8. Inherent Characteristics. The physical and functional qualities which describe the intended use, operating conditions, tolerances and range, purpose, and capability of an item. Such factors serve as the basis for determining which items may be treated as interchangeable or substitutable.

36.2.9. Interchangeable Relationship. Two or more items of supply that can be used in place of each other in all applications, without modification, other than adjustment. The form, fit, and function of these items are identical. These items will be recorded in the same subgroup. Requisitions against any item in the subgroup can be filled by any item in the subgroup.

36.2.10. Item Identifier. The identity of a cataloged or noncataloged item for which a relationship is reflected in an X-Record relationship. Normally the nonpreferred item in an X-Record relationship.

36.2.11. J-Record. A fully coordinated and approved DoD I&S relationship. I&S Phrase Codes and OOU will be recorded in both FLIS and D043. The I&S information is also visible in FEDLOG and on the MD I&S CD-ROM product.

36.2.12. Jump-To-Code (JTC). A three-position code used to note an exception to the normal, progressive I&S relationships which pertain to an I&S family. The presence and value of a JTC identifies

items which have no I&S relationship with each other, but do have a common substitutable item in the family.

36.2.13. Master Item. The item in an I&S family which is commonly regarded, by the managing and using S/As, as a suitable replacement for all other items in the family and as the preferred item for acquisition purposes. ***NOTE:*** Within a family headed by a generic master, the generic NSN is always designated as the master.

36.2.14. Order of Use (OOU). A three position code which is assigned to I&S items in order to array the items in ascending order of preference.

36.2.15. P-Record. An I&S relationship which is valid for all Air Force applications, but which has not been approved by other services for their applications. The Air Force is the manager of all group members. The D043 will reflect an OOU, but no I&S Phrase Codes. The relationship is visible in FEDLOG, but not in FLIS.

36.2.16. Parts Preference Code. The third position of the OOU Code. This code shows the order of preference of items recorded in the same subgroup.

36.2.17. R-Record. An I&S record which is built in response to an inquiry generated when a requisition is filled by an item other than what was ordered.

36.2.18. Related Item.

36.2.18.1. An item of supply which has functional or physical characteristics which render it a lower order of preference for use than that accorded to the master item of an I&S family.

36.2.18.2. The identifying NSN of the item for which a relationship is reflected in an X-Record relationship. Normally the preferred item in an X-Record relationship.

36.2.19. S-Record. An I&S relationship which is valid for all Air Force applications, but which has not been recorded in FLIS by the manager. The Air Force is not the manager of the master item. The D043 will reflect an OOU, but no I&S Phrase Codes. The relationship is visible in FEDLOG, but not in FLIS.

36.2.20. Subgroup Code. The first two positions of the OOU Code. All items recorded in the same subgroup are interchangeable. Items assigned different subgroups have some form of substitutability.

36.2.21. Substitutable Relationship. Two or more items of supply that are similar, but one of the items has inherent characteristics that make it preferred over the other item. The preferred item can replace the non-preferred item for all applications, but the non-preferred item is not authorized for use in applications that designate the preferred item. These items will be recorded in different subgroups, with the preferred item being in the highest subgroup. Requisitions submitted against the non-preferred item can be filled by the preferred item, but the nonpreferred item cannot be used to fill requisitions against the preferred item.

36.2.22. X-Record. An I&S relationship which is valid for all Air Force applications, but some incompatibility exists that prevents the relationship from being recorded in an I&S family (J-, P-, or S-Record).

36.3. Policy. I&S data is developed, maintained current, and used to the maximum extent practicle in the accomplishment of Air Force functions. This policy applies to all items of supply in which the Air Force has an interest.

36.3.1. Item relationships are determined and applied according to the criteria and procedures provided herein. When established, such relationships constitute Air Force approved I&S data.

36.3.2. Interchangeable items should be consolidated under a single NSN when:

36.3.2.1. Items don't require stocking of peculiar components or parts.

36.3.2.2. Items are piece parts and not subject to further disassembly (e.g., resistor, bolt, washer, etc.).

36.3.3. Items, properly identified as Source Control Drawings according to MIL-STD-100E, *Engineering Drawing Practices*, will not be grouped with other items of supply unless the manufacturer issues a drawing change to add the alternate item as approved for this application.

36.4. Responsibilities.

36.4.1. HQ AFMC/Directorate of Logistics, Item Management Division (LGIM) is assigned primary responsibility for I&S program accomplishment and, as the OPR, will:

36.4.1.1. Prepare and distribute policy guidance, technical criteria, and procedures necessary for the development and maintenance of item I&S relationship and records determination.

36.4.1.2. Program and schedule I&S programs and workloads.

36.4.1.3. Maintain staff surveillance over the implementation of these procedures to include:

36.4.1.3.1. Compliance, adequacy, and quality of determinations, coverage, and distribution media.

36.4.1.3.2. Maximum use of I&S data in controlling the entry of new items into the inventory and by identifying unneeded or less desirable items in a like manner that will assist in their orderly attrition from the inventory.

36.4.1.3.3. Compatibility of the program and its products in relation to DoD, Air Force, and AFMC materiel management programs and objectives.

36.4.1.4. Provide policy and procedural guidance and maintain administrative control over those matters of a mission nature which relate to the I&S program. Such guidance and control is provided consistent with related DoD, Air Force, and AFMC materiel management programs and objectives. This includes:

36.4.1.4.1. Exercising control over changes and additions to the system specifications and requirements.

36.4.1.4.2. Ensuring the system and its products are adequate, compatible, and responsive in relation to other materiel management system programs and objectives.

36.4.1.5. Prepare and submit AFMC Form 321 to effect changes and additions to the system specification.

36.4.2. The Air Force I&S activities will implement and support the policies, procedures, and objectives of the I&S program as they apply to their commodity areas and mission assignments as defined in table 36.4. Organizational components, responsible for acquiring, computing, requisitioning, issuing, and authorizing items, will ensure program support through the maximum use of I&S data. Program implementation and maintenance responsibilities are directed as shown in table 36.4.

Table 36.4. I&S Responsibilities.

Activity	**FSGs/FSCs**	**Type of Equipment**
Cataloging and Standardization Center (CASC) 74 Washington Ave N, Suite 8 Battle Creek MI 49017-3094	All items not excluded below	All items not excluded below
Directorate of Nuclear Weapons Management (SA-ALC/NWLL); 413 Jackson Rd Kelly AFB TX. 78241-5314	FSG 11	Nuclear
Air Force Medical Logistics Office (AFMLO/FOC-S) 1423 Sultan Drive Ft. Detrick MD 21702-5006	FSG 65	Medical
Directorate of Aerospace FuelsManagement (SA-ALC/SFSP-1); 1014 Billy Mitchell Rd, Suite 1 Kelly AFB TX 78241-5603	FSG 68, FSG 91, FSC 8120	Aerospace Fuels
Air Force Clothing and Textile Office (AFC&TO/HSC/YAGS); 2800 S. 20th St Philadelphia PA 19101-8419	FSC 7210, FSG 83, FSG 84 (Except FSC 8475, FSC 9420)	Clothing & Textiles
Air Force Services Agency (AFSVA/SVOHF) 10100 Reunion Place, Suite 402 San Antonio TX 78216-4138	FSG 89	Subsistence

36.4.2.1. The Air Force I&S activities, in their assigned commodity areas, will:

36.4.2.1.1. Develop, document, and maintain item relationship data pertinent to items of interest to the Air Force.

36.4.2.1.2. Collaborate and coordinate with responsible DoD agencies and Air Force activities on technical, administrative, and operational matters relating to item relationship determinations and data.

36.4.2.1.2.1. I&S collaboration between Air Force activities is accomplished using AFMC Form 133, **Interchangeability and Substitutability Program Worksheet**.

36.4.2.1.2.2. I&S collaboration between the Air Force and other DoD I&S activities is accomplished using JLC Form 47, **DoD I&S Family Collaboration Request**.

36.4.2.1.2.3. Items that have an established Item Standardization relationship require no further collaboration to establish an I&S family.

36.4.2.1.3. Establish and maintain, on a current basis, item relationship records and files as prescribed herein. Ensure their quality and compatibility, both technically and administratively.

36.4.2.1.4. Upon request, provide IM and SM activities with I&S data pertinent to items required or used in support of their respective systems or commodity assignments.

36.4.2.1.5. Participate and collaborate in DoD standardization studies and IEC programs and in the implementation and use of resultant findings.

36.4.2.1.6. Validate interchangeability relationships for conformance with functional, operational, and environmental requirements through physical inspection, test, or technical documentation of items, as applicable.

36.4.2.1.7. Review, validate, and document I&S relationships generated by other sources (e.g., base activities, DSCs}, other military services, etc.).

36.4.2.1.8. Perform I&S review of items proposed for buy, adoption, or use by the Air Force. Such reviews include items proposed through the media of provisioning, procurement, part number requisition, standardization, interservice support, government furnished materiel, disposal, and other type documents.

36.4.2.1.9. Direct to the attention of the responsible activity any irregularities or inconsistencies in source materiel (e.g., TOs, specifications, standards, supply catalogs, engineering drawings, etc.) resulting from I&S research.

36.4.2.1.10. Accomplish, coordinate, and implement I&S projects and studies generated within the activity, received from other activities, or in compliance with direction from higher authority.

36.4.2.1.11. Receive, review, prepare, and submit, in prescribed format, file maintenance data to establish, correct, or delete I&S records.

36.4.2.1.12. Receive, process, and maintain authorized I&S data output products.

36.4.2.1.13. Ensure I&S item relationship determinations conform with established engineering criteria.

36.4.3. The IMs and SMs at the ALCs and the IMs at AFC&TO and AFESC/DEH will:

36.4.3.1. Prepare and submit AFMC Form 513, **TCTO I&S Notification**, to CASC, concurrent with the distribution of a TCTO on an I&S impacted item, to effected activities. The completed form is used by the I&S technician as source data to input to D043B/NPPC “4” and D043/Phrase Code “R.” Revisions to TCTO status, during its effectivity, are forwarded to the I&S technician using the same form. Additional information for processing TCTOs can be found in AFMCMAN 21-1, *Air Force Materiel Command Technical Order System Procedures*, and TO 00-5-15.

36.4.3.2. Maximum use will be made of I&S resources and information in the accomplishment of assigned materiel management functions (e.g., stock control and distribution, determination of new and/or follow on materiel requirements, etc.).

36.4.3.3. Collaborate, as required, in the development, determination, and/or implementation of I&S relationship decisions to ensure that maintenance, engineering, and supply support are not adversely effected. Where such support functions would be adversely impacted, advise the I&S activity and/or submit other alternatives. Refer inquiries and/or matters of an I&S nature to the I&S activity responsible for the commodity or subject involved.

36.4.3.4. Initiate supply catalog change requests to implement I&S determinations and/or reconcile inconsistencies in management data.

36.4.3.5. Collaborate, as required, in determining the proper numeric parts preference code for items made unsuitable as a result of a CMD action.

36.4.4. The ALC Engineering Activity will:

36.4.4.1. Provide engineering support, when requested, in the development and/or use of I&S data in logistic operations. Such support includes developing and providing I&S criteria for use in making I&S determinations within assigned commodity areas and the review and evaluation of I&S decisions involving items considered to be "engineering critical" because of safety, reliability, performance, integrity of design, and/or system compatibility factors.

36.4.4.2. Advise the appropriate I&S activity of new or anticipated TCTOs and their effective and rescissory dates within 10 working days of publication or rescission.

36.5. Research and Determinations.

36.5.1. Research. Technicians' studies and decisions for I&S encompass the research and evaluation of the physical, functional, qualitative, and/or operational capabilities of the items involved. For I&S purposes, these capabilities are expressed and evaluated in terms of the technical characteristics of an item. Technicians, as required, obtain test data, make physical comparisons and coordinate with other organizations or activities. Such actions are effected through oral or written communication or through personal visits to government, contractor, or vendor facilities to obtain the necessary installation, demonstration, and/or test data not otherwise available. Research of source documents for I&S purposes include, but are not necessarily limited to, bills of materiel, TOs and manuals, federal cataloging records, parts catalogs, government and/or manufacturers' standards, specifications, and engineering drawings, procurement documents, engineering change proposals and orders, supply catalogs, provisioning documentation, and the use and application of data contained in engineering and design handbooks.

36.5.2. Determinations. I&S determinations are the result of analytical comparisons of the technical characteristics inherent in the item involved. These determinations may be positive or negative. Positive determinations are expressed in terms which indicate the degree or conditions under which the items may be interchanged one for the other. Technical characteristics, for the purpose of I&S determinations, are those features which an item must possess to be capable of being interchanged. Included are characteristics pertinent to materiel, form, fit, function, operational speeds or frequencies, environmental conditions, reliability compatibility, motivation, inputs, and other commodity peculiarities which would preclude or limit the interchange of items. I&S determinations resulting

from such comparisons are within accepted engineering practices, authorized tolerances, and/or maintainability requirements as established by the contractual requirements of the procuring document.

36.6. Records and Files. The responsible I&S activity will establish and maintain item relationship records for assigned commodities. These records reflect findings resulting from I&S research and constitute an approved source of I&S data. Such records are established and maintained to fully document the I&S findings and pertinent data. Documentation includes I&S findings resulting from research, evaluation, and comparisons of the technical characteristics of the item involved and the purpose for which the items were designed. The following type records are established and maintained according to the conditions prescribed:

36.6.1. I&S Records (D043B). I&S relationships that meet the criteria for inclusion in the mechanized system are recorded by this media when all known relationships can be fully depicted. In the event such relationships cannot be fully depicted and/or a more detailed record is necessary, a supplemental record in the form of the D043 ISDR is prepared.

36.6.2. D043 ISDR. This record is used to document and maintain I&S findings and/or data that cannot be fully and/or properly reflected in the D043B I&S Records. The record is stored in the D043 and can be interrogated from the D043 Main Menu. In general, these records are used whenever:

36.6.2.1. A nonstocklisted (NSL) item is subject to a technical research and evaluation on an item-to-item basis (e.g., an NSL item is researched and technical characteristics are compared with a similar NSL or NSN item).

36.6.2.2. An item is deleted from the mechanized I&S System when it is no longer Air Force used. Records prepared on these type items reflect the NSN of the active item, which supersedes or replaces the inactive item.

36.6.2.3. A backup record is necessary to retain data relative to origin or source data, coordination obtained, inquiries or challenges requiring revalidation, notations of major differences found, item application, etc.

36.7. Processing of Inquiries and Resolution of Controversies. The processing of inquiries and/or the resolution of controversies is a continuing function of each I&S activity in their assigned commodity areas. Requests from field units, management sources, contractors, etc., relative to I&S data published and/or furnished for use in automated programs, are an important factor in achieving optimum and valid relationships.

36.7.1. Inquiries received are processed in a timely manner and the findings coordinated with responsible components when maintenance, engineering, and/or management considerations exist. Such coordination is important in the resolution of controversies and/or in the establishment of an AFMC or USAF position with respect to the acceptability of other S/As offerings of substitute items.

36.8. Generic NSN Management.

36.8.1. Purpose.

36.8.1.1. Generic standardization relationships are established to provide supply management control of repairable items. Internal configuration differences, requiring different repair parts during depot or contractor repair, require separate NSNs to identify each repairable item.

36.8.1.2. The generic master NSN is used to consolidate requirements. It is for acquisition purposes only and no DoD assets are stored under the generic master NSN.

36.8.2. Generic Relationships.

36.8.2.1. The generic master NSN will have an AAC of W and an ISC of 1 (procurable).

36.8.2.2. Reparable items of supply, related to a generic master NSN, will:

36.8.2.2.1. Be fully interchangeable.

36.8.2.2.2. Be the requisitioned items and have recorded assets.

36.8.2.2.3. Be linked to the generic master with a phrase code "S" (stock as) and interlinked with phrase code "J."

36.8.2.2.4. Have an ISC of 2 and indicate the generic master NSN with a phrase code 3. *NOTE:* ISC 2 items may replace ISC 3 items of older configuration or having less capabilities which are no longer procured.

36.8.3. Application.

36.8.3.1. Use of generic standardization relationships is restricted to repairable items acquired under military/federal specifications, including Commercial Item Descriptions (CIDs).

36.8.3.1.1. CASC will ensure generic relationships are restricted according to DoD 4120.3-M and DoD 4100.39-M, during IEC review.

36.9. Establishment of I&S Relationships. The establishment of the I&S relationship in D043 is necessary to implement the mechanical substitution and distribution processes with the Air Force logistics systems. The J-Record is the preferred type of I&S relationship, followed by the P- and S-Records, and finally, the X-File. Any positive R-File relationships should be recorded in the appropriate file above.

36.9.1. Establishment of an I&S Group. The following edits must be executed to record items in an I&S group.

36.9.1.1. A group may not exceed 50 items.

36.9.1.2. All members of a group must have the same FSC.

36.9.1.3. If the master item is Air Force managed and has a Controlled Inventory Item Code (CIIC) (formerly Security/Pilferage Code), all related items must have the same CIIC.

36.9.1.4. If a member of an I&S group has an MMAC, all group members must have the same MMAC. The only exceptions are MMACs "VF," "VG," "VH," "VL," and "VP," which can be mixed with other MMACs that are managed at the same ALC.

36.9.1.5. If the master item has an AAC of "N," "V," or "Y," all related items must have AAC of "N," "V," or "Y."

36.9.1.6. The master item cannot have AAC "T."

36.9.1.7. If a group member has AAC "F" or "L," all group members must have the same AAC.

36.9.1.8. Related items may not have AAC "W."

36.9.1.9. Foreign Military Sales (FMS) items are not allowed in I&S groups.

36.9.1.10. All MOE Rules on related NSNs must also be recorded on the master NSN. This applies only if the recorded MOE Rule LOA is 22, 06, or 23 and the MOE Rule begins with A, F, M, or N.

36.9.1.11. If the master item has a pilferage code, all group members must have a pilferage code.

36.9.1.12. The master item cannot have an ISC of "3" or "E."

36.9.1.13. If the master item is Air Force managed, all group members must have the same ERRC Code, except for ERRC Codes "S" and "U." These ERRC Codes can be mixed in the same I&S family.

36.9.1.14. If the master item is Air Force managed, all group members must have the same U/I.

36.9.2. Selection of Master Items. A master item is selected for each I&S group based upon the criteria established. Items assigned an AAC of "W" are selected as master items when they represent the item of supply which best satisfies the Air Force requirement as represented by the I&S group. A master item of an I&S group must be at least a suitable substitute for all other members of the group.

36.9.3. Selection of Subgroups. Subgroups are comprised of one or more items. The quantity and/or selection of items for inclusion in a given subgroup, the number of subgroups required, and the arrangement of each subgroup within an I&S group depends on the number of items involved and their capability to be interchanged. Subgroups must conform to the following conditions:

36.9.3.1. When two or more items are selected for inclusion in the same subgroup they must be interchangeable.

36.9.3.2. Air Force managed items are assigned an NPPC when a TCTO is established against that item. These codes and their meanings are as follows:

36.9.3.2.1. Code 4. A code assigned to an active item of supply requiring modification and re-identification according to an active TO/TCTO. Modified items are not retained in the same subgroup with the unmodified items since the interchangeability relationship has been changed by the modification. When an NPPC "4" is applied to an NSN, a phrase code "R" is input concurrently to the CMD record reflecting the prescribing TO/TCTO. The "R" phrase code will begin with "4TO." as the first four positions, immediately followed by the TCTO number. Additional lines will also begin with "4TO.," if required.

36.9.3.2.2. Code 9. A code assigned to an item of supply found to be unacceptable for Air Force use.

36.9.3.3. Subgroups comprised solely of unsuitable items always precede all other subgroups in an I&S group.

36.9.3.4. Subgroups are arranged in alphabetical sequence based on the desirability of retention of the items within the I&S group. The first subgroup contains those items least desired for retention in stock. Subsequent subgroups are arranged in descending order as the retention desirability increases. The subgroup containing the master item is always the last subgroup in the I&S group.

36.9.3.5. Subgroups are identified by a 2 position alphabetic code, sequentially assigned in descending order (AA, AB, AC, etc.), starting with the subgroup least desired for retention.

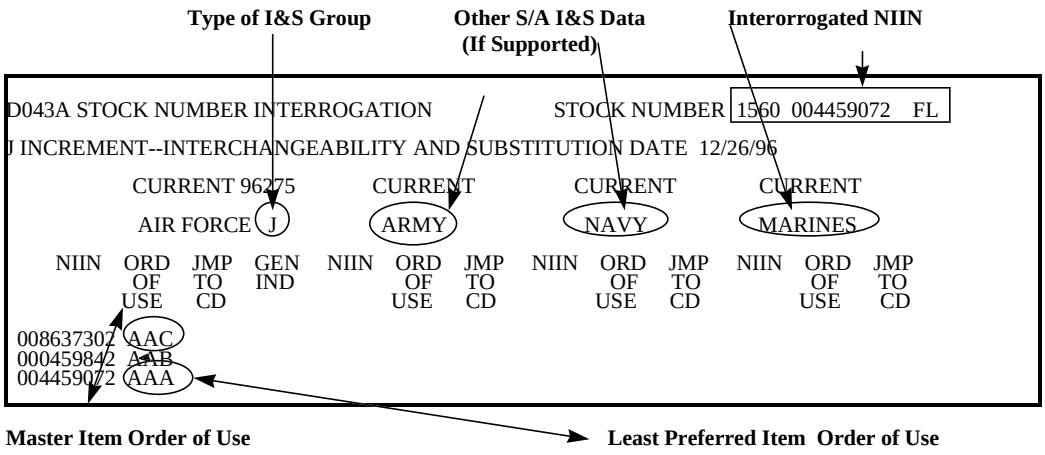
36.9.4. Establishment of Order or Preference. An order of preference is established for items within each subgroup to accommodate management decisions and to provide a means of establishing an OOU code capable of both manual and computer computation.

36.9.4.1. Subgroup order of preference is established by selecting the item least desired for stock retention as the first item in the subgroup. Any remaining items are assigned in descending sequence as the desirability for retention increases; that is, from the least to the most desired (primary) item in the subgroup. Within the master item subgroup the master item will always have the highest OOU listed.

36.9.4.2. Based on the order of preference established, each suitable item within the subgroup is assigned a 1 position alphabetic parts preference code. This code is assigned sequentially and in descending order beginning with the least preferred item in the subgroup (A, B, C, D through Z).

36.9.5. OOU Codes. The OOU code consists of a three position alphanumeric code constructed from the two position subgroup (SG) code and the one position parts preference (PP) code. On items assigned a numeric parts preference code, that code is converted to 'A' in FLIS (i.e. AA9 in D043 will be AAA in FLIS).

Figure 36.1. D043A J Increment Interpretation.



36.10. Examples of I&S Relationships.

36.10.1. The items show in Figure 36.2 are all recorded in the same subgroup (AA) and therefore are completely interchangeable with each other. An application that calls for an item in the group can be satisfied by any member of the group.

Figure 36.2. Interchangeable Relationships.

D043A STOCK NUMBER INTERROGATION STOCK NUMBER 1560 004459072 FL
J INCREMENT--INTERCHANGEABILITY AND SUBSTITUTION DATE 12/26/96

	CURRENT 96275 AIR FORCE			CURRENT ARMY			CURRENT NAVY			CURRENT MARINES		
NIIN	ORD OF USE	JMP TO CD	GEN IND	NIIN	ORD OF USE	JMP TO CD	NIIN	ORD OF USE	JMP TO CD	NIIN	ORD OF USE	JMP TO CD
008637302	AAC~~A~~											
000459842	AAB											
004459072	AA~~A~~C											

36.10.2. The items shown in figure 36.3 are recorded in different subgroups (AA, AB, and AC) and are, therefore substitutable. The item with OOU ABA can be used in all applications that call for the item with OOU AAA, and the master item (ACA), can be used for all applications for either AAA or ABA. AAA cannot be used in place of ABA or ACA, and ABA cannot be used in place of ACA.

Figure 36.3. Substitutable Relationship.

D043A STOCK NUMBER INTERROGATION STOCK NUMBER 1680 010832672 AW
J INCREMENT--INTERCHANGEABILITY AND SUBSTITUTION DATE 12/26/96

	CURRENT 96306 AIR FORCE			CURRENT ARMY			CURRENT NAVY			CURRENT MARINES		
NIIN	ORD OF USE	JMP TO CD	GEN IND	NIIN	ORD OF USE	JMP TO CD	NIIN	ORD OF USE	JMP TO CD	NIIN	ORD OF USE	JMP TO CD
011174436	AAA											
010063535	ABA											
010832672	ACA											

36.10.3. The items shown in Figure 36.8 are recorded in different subgroups (AA, AB, and AC) and are, therefore, substitutable. Because of the JTC recorded on the AAA item, AAA cannot be replaced by ABA, but it can be replaced by ACA. ABA can be replaced by either AAA or ABA.

Figure 36.4. Substitutable Relationship With Jump-To-Code.

D043A STOCK NUMBER INTERROGATION STOCK NUMBER 1560 012768300 EK
J INCREMENT--INTERCHANGEABILITY AND SUBSTITUTION DATE 12/26/96
CURRENT 96336

AIR FORCE				ARMY			NAVY			MARINES		
NIIN	ORD OF USE	JMP TO CD	GEN IND	NIIN	ORD OF USE	JMP TO CD	NIIN	ORD OF USE	JMP TO CD	NIIN	ORD OF USE	JMP TO CD
012081016	AAA	ACA										
012704784	ABA											
012768300	ACA											

36.10.4. The items shown in figure 36.5. show an example of a NPPC 4. The NPPC shows up in the last position of the OOU for the item to which applies. The example shows a substitutable relationship. Item AA4 is being modified and will no longer be issued in its present configuration. The modified item will contain the NIIN associated with the ADA JTC. Item AA4 can be replaced only by item ADA. Item ABA can only be replaced by ADA. ACA is also replaced by ADA. None of the items (AA4, ABA, ACA) can be used in applications that specify ADA.

Figure 36.5. NPPC 4.

D043A STOCK NUMBER INTERROGATION STOCK NUMBER 2840 011123778 PE
J INCREMENT--INTERCHANGEABILITY AND SUBSTITUTION DATE 12/26/96

	CURRENT 96275 AIR FORCE		J	CURRENT ARMY			CURRENT NAVY			CURRENT MARINES		
NIIN	ORD OF USE	JMP TO CD	GEN IND	NIIN	ORD OF USE	JMP TO CD	NIIN	ORD OF USE	JMP TO CD	NIIN	ORD OF USE	JMP TO CD
00918854	AA4	ADA										
009773427	ABA	ADA										
010674831	ACA											
011123778	ADA											

Figure 36.6. NPPC 9.

D043A STOCK NUMBER INTERROGATION STOCK NUMBER 1560 010085440 FL

J INCREMENT--INTERCHANGEABILITY AND SUBSTITUTION DATE 12/26/96

CURRENT 96275

	AIR FORCE			ARMY			NAVY			MARINES		
NIIN	ORD OF USE	JMP TO CD	GEN IND	NIIN	ORD OF USE	JMP TO CD	NIIN	ORD OF USE	JMP TO CD	NIIN	ORD OF USE	JMP TO CD
006083776	AA9	ACA										
006083883	AB9											
010085440	ACA											

36.10.5. Figure 36.6 shows items AA9 and AB9 are no longer suitable for Air Force use. All applications specifying AA9 or AB9 can be satisfied using ACA. In no application can AA9 or AB9 be used in place of ACA.

36.10.6. Figure 36.7 represents a generic family. The master item, (AAE), represents a performance requirement, not an actual item of supply. The items with orders of use AAA-AAD are the items supplied to the specifications identified with the generic master. All items in the group are completely interchangeable. To differentiate an interchangeable relationship from a generic relationship, you must examine the Acquisition Advice Code (AAC) of the master item. A generic master will always have an AAC of W.

Figure 36.7. Generic Relationship.

D043A STOCK NUMBER INTERROGATION STOCK NUMBER 2310 010370393
J INCREMENT--INTERCHANGEABILITY AND SUBSTITUTION DATE 12/26/96

	CURRENT 96122 AIR FORCE			CURRENT ARMY			CURRENT NAVY			CURRENT MARINES		
NIIN	ORD OF USE	JMP TO CD	GEN IND	NIIN	ORD OF USE	JMP TO CD	NIIN	ORD OF USE	JMP TO CD	NIIN	ORD OF USE	JMP TO CD
010585722	AAA											
010857613	AAB											
010585723	AAC											
013427702	AAD											
010370393	AAE											

36.10.7. Figure 36.8 shows two different degrees of relationships with one master. Item AAA can be replaced by either ABA or ABB. It cannot be used in applications specifying ABA or ABB. Items ABA and ABB are completely interchangeable and can be used in place of each other as well as item AAA.

Figure 36.8. Combination of Interchangeable and Substitutable Items.

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D043A STOCK NUMBER INTERROGATION          STOCK NUMBER 1560 011735130 AW
J INCREMENT--INTERCHANGEABILITY AND SUBSTITUTION DATE   12/26/96
          CURRENT 96275          CURRENT          CURRENT          CURRENT
          AIR FORCE    J            ARMY             NAVY           MARINES
   NIIN    ORD   JMP  GEN  NIIN     ORD   JMP  NIIN    ORD   JMP  NIIN    ORD   JMP
            OF    TO  IND           OF    TO        OF    TO        OF    TO
           USE    CD              USE    CD       USE    CD       USE    CD

 010103754 AAA
 010732029 ABA
 011735130 ABB
```

36.10.8. Figure 36.9 shows a master item (ABA) that is a substitute for the related items (AAA-AAF). It can be used in all applications that specify any of the related items, but the related items cannot be used in applications that specify the master. The related items are all interchangeable with each other.

Figure 36.9. Combination of Interchangeable and Substitutable Items.

D043A STOCK NUMBER INTERROGATION STOCK NUMBER 5865 012211089 EW
J INCREMENT--INTERCHANGEABILITY AND SUBSTITUTION DATE 12/26/96

	CURRENT 96306 AIR FORCE		J	CURRENT ARMY			CURRENT NAVY			CURRENT MARINES		
NIIN	ORD OF USE	JMP TO CD	GEN IND	NIIN	ORD OF USE	JMP TO CD	NIIN	ORD OF USE	JMP TO CD	NIIN	ORD OF USE	JMP TO CD
011809602	AAA											
011838968	AAB											
010351074	AAC											
011838969	AAD											
011838970	AAE											
010820336	AAF											
012211089	ABA											

36.11. List of Prescribed Forms. AFMC Form 133 and AFMC Form 993.

THOMAS W. BATTERMAN
Deputy Director

Attachment 1

GLOSSARY OF REFERENCES, ABBREVIATIONS, ACRONYMS, AND TERMS

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D200N, Recoverable Item Stratification

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Abbreviations and Acronyms

AAC—Acquisition Advice Code

ABCA—American-British-Canadian-Australian Army Agreements

ACO—Administrative Contracting Office

ADP—Automatic Data Processing

ADPE—Automatic Data Processing Equipment

ADPEC—Automatic Data Processing Equipment Code

AEDS—Atomic Energy Detection System

AFB—Air Force Base

AFC&TO—Air Force Clothing & Textile Office

AFCSC—Air Force Cryptologic Support Center (ESC)

AFEMS—Air Force Equipment Management System

AFESC—Air Force Engineering and Services Center

AFI—Air Force Instruction

AFM—Air Force Manual

AFMAN—Air Force Manual

AFMC—Air Force Materiel Command

AFMCR—Air Force Materiel Command Regulation

AFMETCAL—AF Metrology and Calibration

AFP—Air Force Publication

AFPD—Air Force Policy Directive

AFPS—Air Force Materiel Command Provisioning System

AFR—Air Force Regulation

AFRAMS—Air Force Recoverable Assembly Management System

AFS—Air Force Station

AFSAC—Air Force Security Assistance Center

AFSC—Air Force Systems Command

AGE—Aerospace Ground Equipment

AGERD—Aerospace Ground Equipment Recommendation Data

AGMC—Aerospace Guidance and Metrology Center

AIN—Approved Item Name

ALC—Air Logistics Center

ALC/PSO—Air Logistics Center/Provisioning Support Office

AMC—Acquisition Method Code

AMSC—1) Acquisition Management System Control

AMSC—2) Acquisition Method Suffix Code

AMSDL—Data Requirements Control List

ANOLS—Advanced Nuclear Ordnance Logistics System

AP—Allied Publication

AS—Acquisition Screening System

ASC—Aeronautical System Center

ASCC—Air Standardization Coordinating Committee

ASSIST—Acquisition Streamlining and Standardization Information System

AUTODIN—Automatic Digital Network

BASES—Base Account Screening Exercise System

CAGE—Code Commercial and Government Entity Code

CALS—Continuing Acquisition and Life Cycle Support

CART—Configuration and Requirements Traceability System

CASC—Cataloging and Standardization Center

CC—Card Column

CDC—Clerk Designator Code

CDRS—Corporate Data Repository System

CEMO—Command Equipment Management Office

CFE—Contractor Furnished Equipment

CIC—Card Identification Code

CID—Commercial Item Description

CIIC—Controlled Inventory Item Code (formerly Security/Pilferage Code)

CM—Configuration Management

CMD—Catalog Management Data

ComSO—Command Standardization Office

COTS—Commercial Off-The-Shelf

CP—Centrally Procured

CPSG—Cryptologic Support Group (formerly AF Cryptologic Support Center SA-ALC)

CP/LP Centrally Procured/Local Purchase

CR—1) Cross Reference

CR—2) Competition Advocate

CSRD—Communications-Computer Systems Requirements Document

DAAS—Defense Automatic Addressing System

DAPS—Defense Automated Printing Service

DAR—1) Defense Acquisition Regulation

DAR—2) Defense Automation Requirement

DA/TS—Data Accumulation and Transmittal Sheets

DCASR—Defense Contract Administrative Services Region

DDC—Division Designator Code

DDMO—Defense Data Management Office

DEET—Data Element Edit Table

DEMIL—Code Demilitarization Code

DepSO—Departmental Standardization Office

DIC—Document Identifier Code

DID—Data Item Description

DIIP—Defense Inactive Item Program

DISA—Defense Information Services Agency

DLA—Defense Logistics Agency

DLANET—Defense Logistics Agency Telecommunications Network

DLSC—Defense Logistics Services Center

DLSC-TIR—Defense Logistics Services Center-Total Item Record

DMM—Directorate of Materiel Management

DMO—Data Management Officer

DMR—Defense Management Review

DMSMS—Diminishing Manufacturing Sources and Materials Shortages

DNSN—Described NSN

DoD—Department of Defense

DoDI—Department of Defense Instruction

DoDISS—DoD Index of Specifications and Standards

DoDSSP—DoD Single Stock Point

DoE—Department of Energy

DPSC—Defense Personnel Support Center

DR—Deficiency Report

DRMS—Defense Reutilization and Marketing Service

DRPR—1) Date Repair Parts Required

DRPR—2) Drawing Practices

DSAA—Defense Security Assistance Agency

DSAP—Data System Automation Programs

DSC—Defense Supply Center

DSCP—Defense Supply Center Philadelphia

DSD—Data System Designator

DSN—Defense Switched Network

DSP—Defense Standardization Program

EA—Engineering Activity

EAIM—End Article Item Manager

EDFP—Engineering Data for Provisioning

EDI—Engineering Data Interchange

EDRS—Engineering Data Reproduction Services

EDS—Engineering Data Systems

E/I—End Item

EID—Engineering Installation Division

EIW—Engineering Installation Wing

EM—Environmental Management Office

EOQ—Economic Order Quantity

EPCP—Estimated Price Challenge Program

EPQ—Eligible to be Programmed Quantity

ERRC Code—Expendability, Recoverability, Reparability, Category Code

ES—Equipment Specialist

ESC—1) Electronic Security Command

ESC—2) Equipment Specialist Code

ESD—Electrostatic Discharge Sensitive

FAA—Federal Aviation Administration

FAR—Federal Acquisition Regulation

FCP—Federal Catalog Program

FCS—Federal Catalog System

FDA—Food and Drug Administration

FEDI—Failure Experience Data Interchange

FEDLOG—Federal Logistics Data on Compact Disc

FED-SPEC—Federal Specification

FED-STD—Federal Standard

FERS—Federal Logistics Information System (FLIS) Edit and Routing System

FII—Federal Item Identification

FIIG—Federal Item Identification Guide

FILDR—Federal Item Logistics Data Record

FIPS—Federal Information Processing Standards

FLIS—Federal Logistics Information System

FMS—Foreign Military Sales

FPMR—Federal Property Management Regulation

FSC—Federal Supply Class

FSG—Federal Supply Group

GEM—Generalized Emulation of Microciruits

GFE—Government Furnished Equipment

GIRDER—Government/Industry Reference Data Edit and Review

GSA—General Services Administration

HMIS—Hazardous Material Information System

I&S—Interchangeability and Substitutability

I&SSS—Interchangeability and Substitution Suspense System

ICD—Interface Control Document

IEC—Item Entry Control

II—Item Identification

IL—Identification List

IM—Item Manager

IMC—Item Management Code

IMM—Integrated Materiel Manager

IMWRP—Item Manager Wholesale Requisition Process System

IPE—Industrial Plant Equipment

IRS—Item Reduction Study

ISC—Item Standardization Code

ISDR—Interchangeable and Sustitutable Decision Record

ISO—International Standardization Office

K—Kit

LG—Logistics

LOA—Level of Authority

LOT—Life of Type

LP—Local Purchase

ESC—1) Logistics Support Analysis

ESC—2) Lead Standardization Activity

LSC—Logistics Support Cadre

LSR—Logistics Screening Request

MAIS—Major Automated Information System

MAJCOM—Major Command

MC—Monitoring Committee

MCRL—Master Cross Reference List

MDAP—Major Defense Acquisition Program

MDI—Metrology Data Interchange

MICAP—Mission Capability

MIICS—Master Item Identification Control System

MIIDB—Master Item Identification Data Base

MIIDBS—Master Item Identification Data Base System

MIL-HDBK—Military Handbook

MIL-RI—Military Routing Identifier

MIL-SPEC—Military Specification

MIL-STD—Military Standard

MILSTICCS—Military Standard Item Characteristics Coding Structure

MILSTRIP—Military Standard Requisition and Issue Procedures

ML—Management Data List

ML-C—Management Data List - Consolidated

MMAC—Materiel Management Aggregation Code

MOA—Memorandum of Agreement

MOE Rule—Major Organizational Entity Rule

MR&A—Market Research and Analysis

MRC—Master Requirement Code

MRD—Master Requirements Directory

MS—Military Sheet Form Standard

MSC—Materiel Systems Center

MSD—Materiel Support Division

MSDS—Material Safety Data Sheet

MTBF—Mean Time Between Failure

MTTR—Mean Time To Repair

NATO—North Atlantic Treaty Organization

NC—Noncataloged

ND—1) Non-definitive

ND—2) Non-directory (D043/D043A System)

ND—3) Non-cataloged depot

NGS—Nongovernment Standard

NGSB—Nongovernment Standard Body

NIDS—Nuclear Integrated Data System

NIIN—National Item Identification Number

NIMSC—Nonconsumable Item Materiel Support Code

NIMSR—Nonconsumable Item Materiel Support Request

NOCM—Nuclear Ordnance Commodity Management

NOCO—Nuclear Ordnance Cataloging Office

NPPC—Numeric Parts Preference Code

NSN—National Stock Number

OASD—Office of the Assisant Secretary of Defense

OH—Occupational Safety and Health

OMB—Office of Management and Budget

OPR—Office of Primary Responsibility

OSD—Office of the Secretary of Defense

PA—Preparing Activity

PC—Personal Computer

PD—Purchase Description

PDA—Program Development/Maintenance Activity

PICA—Primary Inventory Control Activity

PIIN—Procurement Instrument Identification Number

PIN—Part or Identifying Number

PIO—Provisioned Item Order

PIRSL—Proposed IRS List

PLISN—Provisioning Line Item Sequence Number

PMIC—Precious Metals Indicator Code

PN—Part Number

PNR—Part Number Requisition

POC—Point of Contact

PPBS—Planning, Programming, and Budgeting System

PPL—Provisioning Parts List

PR/MIPR—Purchase Request/Military Interdepartmental Purchase Request

PSCN—Permanent System Control Number

PSLC—Priority Stocklist Change

PSO—Provisioning Support Office

PSO/CATM—Provisioning Support Office/Residual Cataloger

PSR—Provisioning Screening Results

PTD—Provisioning Technical Documentation

PVC—Price Validation Code

QML—Qualified Manufacturers Lists

QPL—Qualified Product List

QSTAG—Quadripartite Standardization Agreement

RDB—Requirements Data Bank

RILSA—Resident Integrated Logistics Support Activity

RIMCS—Repairable Item Movement Control System

RMDI—Reliabiltiy-Maintainability Data Interchange

S/A—Service/Agency

SACS—Suspense and Control System

SAF—Staff Air Force

SAMIS—Security Assistance Management Information System

SAP—Security Assistance Program

SBSS—Standard Base Supply System

SC&D System—Stock Control and Distribution System

SCR—System Change Request

SD—Standardization Directory

SE—Support Equipment

SEG—Ground Safety Office

SEI—Support Equipment Illustration

SERD—Support Equipment Recommendation Data

SGB—Bioenvironmental Engineering Office

SIASCN—Standard Interservice Agency Serial Control Number

SICA—Secondary Inventory Control Activity

SM—System Manager

SMA—Standardization Management Activity

SMGC—Supply Management Group Code

SNUD—Stock Number Users Directory

SoS—Source of Supply

SPD—1) System Program Director

SPD—2) Single Program Director

SPM—System Program Manager

SPO—System Program Office

SPTD—Supplemental Provisioning Technical Documentation

SSC—Standard System Center

SSG—Standard Systems Group

SSM—System Support Manager

SSR—Supply Support Request

SSRAC—Supply Support Request Advice-Consumable Items System

STANAG—Standardization Agreement

STD—Standard

SWOI—Special Weapons Operating Instructions

TIF—Technical Information File

TIR—Total Item Record

TMSS—Technical Manual Specifications and Standards

TO—Technical Order

TRC—Technology Repair Center

UDR—Urgent Data Request

U/I—Unit of Issue

US—United States

USAF—United States Air Force

WRM—War Reserve Materiel

Terms

Acquisition Advice Code (AAC)—A one position alphabetic code which denotes how, and under what restrictions, an item is acquired.

Acquisition Method Code (AMC)—A one position numeric code which reflects the decision of the PICA as to the technique of purchasing to be used from a planned procurement review.

Acquisition Method Suffix Code (AMSC.—Aone position alphabetic code which indicates the primary reason for the assigned AMC.

Agent—An activity that acts for, and by the authority of, the PA or Adopting Activity in the preparation,

item reduction studies, engineering practice studies, and administration of QPLs and Qualified Manufacturers Lists (QMLs). The PA retains responsibility and approval authority for the work accomplished.

ALC Prime Item—An item of supply assigned to an ALC for DoD management.

Automatic Data Processing Equipment Code (ADPEC)—A one position numeric code which indicates an item of automatic data processing equipment (ADPE) or which contains ADPE regardless of assigned FSC.

Cataloging and Standardization Center (CASC)—The primary Air Force cataloging activity. The ALC cataloging and standardization functions are collocated at Battle Creek, Michigan. Code 99 in the SD-1 identifies CASC standardization interests.

Catalog Management Data (CMD)—The total range of information, compiled and published in management data lists, for requisitioning, stocking, and financial management servicing.

Commercial Item Description (CID)—An indexed, simplified product description managed by GSA that describes, by functional or performance characteristics, the available acceptable commercial products that will satisfy the government's needs.

Command Standardization Office (ComSO)—The office in HQ AFMC that is responsible for all command standardization activities in support of the DSP and the DepSO, as identified in AFI 60-101.

Consumable Item—An item that is normally worn beyond recovery in use or which loses its original identity during periods of use by incorporation into, or attachment upon another assembly.

Contract Identification—To data field with information required to identify the source document containing the items of supply requiring NSN assignment.

Contractor Code—This code identifies the contractor that administers the prime contract with the USAF. The code also determines the contractor to whom NSNs are transmitted. The Commercial and Government Entity (CAGE) Code listed in the H4 cataloging handbook is used for this purpose. Cataloging requests which are generated by Requests for Cataloging Data/Action, allowance documents, etc., reflects the particular code assigned to the applicable ALC/IM.

Critical Nuclear Weapons Design Information (CNWDI)—Top Secret, Restricted Data or Secret,Restricted Data, which reveals the theory of operation or design of the components of a thermonuclear or implosion type fission bomb, warhead, demolition, or test device. Specifically excluded is information concerning arming, fuzing and firing systems, limited life components, total components, and total contained quantities of fissionable, fusionable, and high explosive materials by type. Among these excluded items are the components which service personnel set, maintain, operate, test, or replace.

Custodian—The activity responsible for resolving and consolidating coordination comments for standardization documents or studies in its department or agency, and submitting those comments to the PA.

Defense Standardization Program (DSP.—A program to implement the Cataloging and Standardization Act, Public Law 82-436. A similar publication for the cataloging community, DoD 1100.39-M implements the Federal Catalog System (FSC). The law requires the highest practicable degree in the standardization of items, materials, and engineering practices with the DoD. The Defense Standardization Manual, DoD 4120.3-M implements the DSP.

Definitive Reference Number—A part, style, type, etc., number which identifies an item of production or an item of supply. No additional information is required.

Departmental Standardization Office (DepSO)—Acts as the focal point when their department has been designated as the LSA for an area assignment or FSC. The DepSO develops departmental policies and procedures to implement standardization responsibilities for the DSP. The DepSO makes decisions on unresolved comments elevated by Air Force LSAs.

Division Designator Code (DDC)—A code assigned by an Air Force management activity to identify the internal organization having assigned mission responsibility for specific items of supply.

Document Identifier Code (DIC)—A code to identify the kind of transaction being used to add, change, or delete information in logistical records.

DoD Index of Specifications and Standards (DoDISS)—A listing of all military and federal specifications, standards, guide specifications, handbooks, and bulletins, CIDs, adopted nongovernment standards and other related standardization documents used by the DoD.

Equipment Specialist Code (ESC)—A code assigned by an Air Force management activity to identify the individual equipment specialist having technical responsibility for specific items of supply.

Expendability, Recoverability, Reparability, Category (ERRC) Code—Either a single alphabetic code or a three position alpha-numeric designator used to classify Air Force items of supply into various maintenance categories.

Federal Item Identification (FII)—A decription of an item of supply which consists of minimum data essential to establish those characteristics which give an item its unique character, and differentiate it from every other item of supply within the Federal Cataloging Program.

Federal Logistics Information System (FLIS)—Located at DLSC, FLIS is the central computerized Federal Catalog for all items repetitively stocked, stored, and issued by the federal government. Included in the database are identifying information, related supply information, and the procedures for using the database.

Federal Supply Classification (FSC)—Determined by Cataloging Handbook H2-1. A commodity classification is used to group similar items of supply. Standardization assignments are made according to FSC.

Foreign Military Sales (FMS)—The selling of military equipment and services to friendly foreign governments and international organizations under the authority of the Arms Export Control Act, 1976, as amended.

Formerly Restricted Data (FRD)—Information removed from the restricted data category upon determination, jointly by the Department of Energy and DoD, that such information related primarily to the military use of atomic weapons and that such information can be adequately safeguarded as classified defense information. (Section 142d, Atomic Energy Act of 1954, as amended.) Information classified as FRD must not be released to foreign nationals.

Gaining Inventory Manager (GIM)—The inventory manager responsible for assuming wholesale materiel management functions.

Integrated Materiel Manager (IMM)—The activity or agency designated to exercise the Defense Integrated Materiel Management Program “at the wholsale level” for a consumable item of supply on a

DoD or federal government-wide basis.

Interchangeability and Substitutability (I&S) Review—A process in which new, potential Air Force inventory items are reviewed to determine whether the item is: a) Superior to similar items; b) Similar to items already in the inventory; c) Inferior to similar items already in the inventory; d) Unique, one of a kind.

Item Entry Control (IEC)—A program designed to establish the control necessary to prevent the entry or re-entry of unneeded items into the DoD Supply System.

Item Management Code (IMC)—A one position, alphabetic code which denotes whether items of supply are subjected to integrated management under DLA, GSA, or retained by the individual military services for management.

Item of Production—Consists of those pieces or objects grouped within a manufacturer's identifying number and conforming to the same engineering drawings, specifications, and inspection.

Item of Supply—An item which is purchased and cataloged by the government, assigned an NSN, and issued to government users. These articles may be: a) A single item of production; b) Two or more items of production that are functionally interchangeable, which may be substituted for the same purpose and that are comparable; c) More meticulous (a selection of closer tolerance, specific characteristics, finer quality) than the normal item of production, this item is also known as a "selected item;" d) A modification (accomplished by the user or by request of the user) of a normal item of production. This item is also known as an "altered item."

Item Reduction Study (IRS)—A review directed to detecting and eliminating interchangeable items in the supply system.

Kit (K) Number—An Air Force control number, assigned to Time Compliance Technical Order (TCTO) kits. They do not qualify for, or require, NSN assignment.

Lead Service (LS)—A military service assigned certain logistics responsibilities in support of nonconsumable or reparable items.

Lead Service Activity—The military department or agency delegated responsibility for the development, preparation, and implementation of the DSP in an assigned area. Area assignments are listed in the SD-1. Major responsibilities are to prepare the area program plan, assign project numbers, and decide unresolved comments elevated by PAs/custodians. This term was replaced by lead standardization activity (LSA).

Lead Standardization Activity (LSA)—The former terms "assignee activity" and "lead service activity" were combined under the new term "lead standardization activity." The LSA is delegated the responsibility for standardization management of FSCs and area assignments as described in DoD 4120.3-M. Their duties include preparing program plans, assigning project numbers, and ensuring the maximum practicable degree of standardization is maintained in their FSC or area.

Level of Authority (LOA)—A code that identifies the relationship between a PICA and a SICA. The code indicates: a) logistics materiel management; b) level of responsibility; c) basis of categorization.

Losing Item Manager (LIM)—The item manager responsible for relinquishing wholesale materiel management functions.

Major Organizational Entity (MOE) Code—A two position alpha-numeric code indicating the

subdivision of a US Government organization or an agency of NATO nations, other friendly governments, and internal organizations which participate in the Federal Catalog Program.

Major Organizational Entity (MOE) Rule.—A four position alpha-numeric code indicating US services, agencies, and other countries user interest in an item of supply. Denotes service or agency interest in an NSN and establishes a profile representative of the service or agency cataloging and management responsibilities.

Manager Designator Code (MDC)—A code, assigned by the Air Force management activity to identify the individual having item management responsibility for specific items of supply.

Master Cross Reference (MCR)—A DLSC publication, currently provided on CD-ROMthat contains a master list of NSNs and logistics reference numbers cross-referenced to each other. Extracts from the MCR are provided to the service systems to allow for part number search capability.

Materiel Management Aggregation Code (MMAC)—A two position alphabetic code used in conjunction with an NSN to designate item management responsibility. Codes apply to systems, programs, aggregations of related equipment, selected FSCs, and technology groupings.

Military Coordinating Activity (MCA)—The military activity responsible for DoD coordination, reconciling, and consolidating military comments for the DoD on a Federal Standardization document prepared by a civilian agency.

Military Standard Requisition and Issue Procedure (MILSTRIP) Routing—*Identifier (MIL-RI)* This code identifies a specific supply and distribution organization as to its military service of governmental ownership and geographical location. The construction of a routing code for the Air Force is composed as follows: First position, Air Force identification code F; second position, Air Force activity or facility code; (for example, L-Warner Robins ALC, F-Sacramento ALC, etc.); third position, specific internal address or storage location;(for example, B-base support, Z-item manger, etc.).

National Item Identification Number (NIIN)—A nine digit number assigned to each item of supply under the Federal Catalog Program. The first 2 digits (00 and 01 for the US) are the National Codification Bureau Code of the country which assigns the NIIN; the remaining seven digits are a nonsignificant, sequentially assigned number. The NIIN remains with an item of supply for the entire time the item is in the supply system.

National Stock Number (NSN)—A number assigned to each item of supply under the Federal Catalog program. It is made up of the four digit FSC and the 9 digit NIIN.

Noncataloged (NC) Number—An Air Force control number assigned to an item of supply pending NSN assignment.

Nonconsumable Item—An item which is neither consumed, nor loses its identity during periods of use and normally is capable of performing a function independently. Examples of nonconsumables (repairable/recoverable) items are vehicles, shop equipment, tools, furniture, and similar items.

Nonconsumable Item Material Support Code (NIMSC)—A one position alpha-numeric code which identifies the degree of support received by an individual SICA or identifies the service or services performing depot maintenance for a lead service (PICA).

Nondefinitive (ND) Number—An Air Force control number assigned to an item of production that does not qualify for, or require, NSN assignment. A one time buy, nonrepetitive procurement consumable item.

Nondefinitive Reference Number—A part, style, type, etc., number which does not fully identify an item of production or an item of supply. Additional information is required.

Occupational Safety and Health (OH) Review—Standardization documents require OH review to ensure the safety of the user has been considered. OH review is provided to ALC documents by their SEGO office. Documents prepared at Wright-Patterson AFB are reviewed by HQ AFMC SES Ground Safety Office.

Package Sequence Number (PSN)—A control number used to sequence and indicate the number of records in the input or output packages of certain data systems.

Participating Activity—The activity responsible for resolving and consolidating coordination comments on standardization program plans in its military DoD agency, and submitting those comments to the LSA.

Precious Metals Indicator Code (PMIC)—A one position alpha-numeric code which identifies the precious metal content (e.g., gold, silver, or platinum family) of an item of supply.

Preparing Activity (PA)—The DoD activity or the civilian agency responsible for the preparation, coordination, issuance, and maintenance of standardization documents.

Price Validation Code (PVC)—A one position alphabetic code which identifies the current status of each recorded standard price.

Primary Inventory Control Activity (PICA)—The principal supply control center responsible for establishing and controlling stock objectives, and maintaining item accountability for an item of supply.

Procurement Instrument Identification Number (PIIN)—This code consists of 13 alphanumeric characters to indicate the department preparing the instrument, the fiscal year in which the instrument is used, the type of procurement, and the serial number of the procurement instrument.

Program Plan—A planning document outlining the goals and time schedules for accomplishing standardization of FSCs or areas in response to the Annual Standardization Program Guidance. Program plans are prepared by the lead standardization activity covering a 5-year period and are updated as required.

Quantity Per Unit Pack (QUP)—A one position alpha-numeric code which indicates the number of units of issue in the unit package, as determined by the managing activity. It is the number of items the manufacturer packages together and sends to the ALC.

Reference Number Category Code (RNCC)—A one position alpha-numeric code which indicates the relationshipof the reference number to the item of supply.

Reference Number Variation Code (RNVC)—A one position numeric code which further defines the relationship between a reference number and the item of supply. RNVCs indicate whether a specific reference number is item identifying, non-item identifying, or for added information only.

Review Activity—A standardization management activity having a technical or procurement interest in a standardization document, thus requiring a review of all proposed actions affecting it.

Secondary Inventory Control Activity (SICA)—The supply control activity responsible for controlling stock levels and maintaining item accountability when supply support is furnished by a different service or agency.

Service Item Control Center (SICC)—An activity which: a) Serves as a military service focal point for resolution of support problems for weapon system consumable items managed by another military

service; b) performs such residual technical functions as configuration control, item qualitative acceptability , allowance list preparation and maintenance of internal program support responsibility; c) provides assistance to the IMM, i.e., to support service users.

SIASCN Number—An alphanumeric formulated and controlled as a temporary control mechanism pending assignment of an NSN.

Source of Supply (SoS)—A three position alpha-numeric code which identifies a specific supply point to which requisitions are sent for support.

Source of Supply (SoS) Modifier—A three position alphabetic code denoting routing information for requisitions which cannot be addressed to a procedures (MILSTRIP) routing identifier or when a single routing identifier cannot be assigned.

Specifications, Military or Federal—Used for acquisition purposes and to describe items of supply. The purpose of a specification is to standardize the types of items that may be procured.

Standardization Document—a Generic term for a document used to standardize on an item of supply, process, procedure, method, data, practice or engineering approach. Standardization documents include military and federal specification, standards, handbooks, bulletins, and qualified products lists, guide specifications; CIDs; and nongovernment standards (NGS).

Standardization Management Activity—A generic term to describe any DoD activity listed in the SD-1 that functions as an LSA, PA, Participating Activity, MCA, Custodian, Review Activity, Adopting Activity, or Item Reduction Activity.

Standardization Program Plan—A management tool for decision making to which standardization efforts will be directed. The plan serves as a record for establishing priorities and providing solutions for achieving standardization objectives and evaluating their accomplishment.

Standards, Military or Federal—Establish engineering and technical processes, procedures, practices, and methods that have been adopted as standard. They may also establish requirements for selection, application, and design criteria for material.

Supply Management Group Code (SMGC)—A code which denotes a) Repairability versus consumable item management; b) Value of annual demand or planned issues; c) Degree of management intensity.

Supply Support Request (SSR)—A request, submitted by a SICC to the IMM which manages, or is the potential manager of , the item or material required.

Technical Order (TO)—An Air Force publication that gives specific technical directives and information on inspection, storage, operation, modification, and maintenance of specific Air Force items and equipment.

Technical Order Item Manager (TOIM)—The ALC designated by HQ AFMC ot the individual appointed by the ALC to ensure that the logistics operations within AFMC are consistent with program objectives and support requirements of the commands that use the system or item.

Time Compliance Technical Order (TCTO)—A TO providing instructions to Air Force activities for accomplishing or making a record of “one-time” changes to standard system, equipment, materials, munitions, and computer programs or for imparting precautionary instructions relating to safety, limitations, or inspections of system or equipment or munitions. Compliance is required within specific

time limits.

Total Item Record (TIR)—All the segments of the FLIS data bank containing the sum total of information (words, codes, and numbers) on an item, required for identification and management to support logistics functions. Each item, also known as an item of supply, is identified by its own NIIN.

Transaction Code—Three position alphanumeric codes used to identify specific actions that result in record establishment or update actions.

Unit of Issue (U/I)—A two position alphabetic code which indicates the physical measurement, the count, or, when neither is applicable, the container or shape of an item for purposes of requisitioning by, and issue to, the end user. It is this element in the management data to which the unit price is ascribed.

Weapon System Management Sensitive Designation—Consumable items selectively identified and managed by the respective service because of their criticality to the readiness of the weaponed item or to the mission performance and are subject to specialized management or controls.

Attachment 2

STANDARD REPLY/STATUS CODES FOR BASE INITIATED REQUESTS FOR CATALOGING DATA/ACTION

A standard reply is a message that is returned to the initiating base to notify them of the result of their request. The reply is a two-digit code that can be input by the ALC or CASC.

C, L, M Reply Codes: These codes will complete the transaction, take it out of suspense, and send the selected message to the initiator. ***NOTE:*** Completion Codes from the Coordination (COOR)/CLOS option in D143C have limited use for the appropriate activity as follows:

1. ALC only may use: LC, LD, LG, LH, MA, MB, MC, MD, ME.
2. Cataloging activity only may use: MH.
3. Aerospace Fuels only may use: CG.
4. ALC or Cataloging activity may use: CA, CB, CC, CD, CE, CF, LA, LB, LE, LF, LI, MF, MG.

Table A2.1. Reply/Status Code C.

Code	Sub-Code	Description
C		**Request is returned to the initiator for additional information. C Reply Codes identify that additional information is required. Resubmit request using a different control number.**
	CA	TO or NHA is required. The TO, NHA name and reference number, or NHA NSN is required for further processing.
	CB	Data element in question - The data element you want verified should be identified on the Request for Cataloging Data/Action. This data element should be exactly as it appears in your records. (This excludes ERRC.)
	CC	For an ERRC challenge, the current ERRC should be reflected as well as the suggested ERRC. Reason for the requested change is also required.
	CD	Reason Code 8 requests require the non-AF used NSN, as well as the Air Force used NSN, be reflected.
	CE	Reason Code 4 requires technical data and/or the proposed change.
	CF	Request is returned for information other than that covered by another code. Clear text identifies the nature of the data required.
	CG	Requests for Cataloging Data/Action, Reason Codes 1, 2, and 6, for FSGs 68 and 91, submitted to Aerospace Fuels, must include E/I application, TO, or other publications requiring its use and Material Safety Data Sheet (OSHA Form 174 or facsimile) IAW Federal Standard 313.

Table A2.2. Reply/Status Code L.

Code	Sub-Code	Description
L		**Requested action is disapproved.**
	LA	The manufacturer identified in the request advises that the reference number is non-procurable or unidentifiable. Attempts to obtain other sources of supply have been unsuccessful. Support is rejected.
	LB	Current data elements are correct. Your records will be updated to reflect the correct data elements shown in clear text. (D043 will push the current records to downstream systems.)
	LC	Local manufacture item. (ALC use only.)
	LD	Local Purchase item. (ALC use only.)
	LE	Submit AF Form 601, Equipment Action Request, for Equipment/Table of Allowance items.

	LF	Submit AFTO Form 135, Source, Maintenance, and Recoverability Code Change Request, to the item manager. Base 86 Reason Code 9 is appropriate only when the current ERRC is incompatible with the fourth position of the SMR Code.
	LG	Support is rejected. See clear text for specific reason. If action is still required, resubmit request with new control number. (ALC use only.)
	LH	Not enough usage to warrant stocklist action. If demand continues, resubmit request and indicate quantity on hand, quantity on order, and projected 180 day requirements. (ALC use only.)
	LI	Cataloging action not warranted. Request returned to the initiator. Justification for nonconcurrence is furnished under separate cover.

Table A2.3. Reply/Status Code M.

Code	Sub-Code	Description
M		**Requested action approved**.
	MA	The item shall be centrally managed, stocked, and issued (AAC D or G only) and the requirement shall be supported by the Date Repair Parts Required (DRPR). The assigned NSN/SoS is identified in clear text. (ALC use only.)
	MB	The item shall be managed as a local purchase item (AAC L) or direct from a central contract/schedule (AAC I). The NSN/SoS under which support will be furnished is identified in clear text. (ALC use only.)
	MC	The item shall be managed as direct delivery under a central contract (AAC H) or centrally procured but not stocked (AAC J). The NSN/SoS under which support will be furnished is identified in clear text. (ALC use only.)
	MD	The item shall be managed as an insurance/numeric stockage objective item (AAC Z) and the requirement shall be supported by the DRPR. The NSN/SoS under which support will be furnished is identified in clear text. (ALC use only.)
	ME	The NSN/SoS in clear text identifies an item currently managed by the IMM and is offered as an alternate or substitute item in lieu of the item originally submitted. (ALC use only.)
	MF	AF used NSN or nondefinitive (ND) number is assigned. Clear text contains control number and MMAC, as applicable. Official management data will be provided by the Stock Number User Directory (SNUD).
	MG	Requested action, other than request for NSN assignment, has been accomplished. If the request was for adoption/reinstatement, SoS will be contained in clear text.
	MH	The NSN identified in clear text is an alternate/substitute item for the item originally requested. The SoS is supplied in clear text.

Table A2.4. Reply/Status Code Z.

Code	Sub-Code	Description
Z		**Requested action purged**
	ZZ	Request for Cataloging Data/Action records have been purged. No additional action will be taken under the current control number. Further action regarding this item will require resubmittal under a new control number (focal point use only.)

Z Reply Codes: ALC focal point or CASC program managers may use code ZZ.

X, A, B, P Reply Codes: These type Reply Codes will not complete the transaction. They will keep the transaction in suspense with the selected message being sent to the initiator. ***NOTE:*** The Status Codes in MESSAGES (MSSG), from the DISPLAY option, to the appropriate activity, are:

1. ALC only may use: XB, XC, XJ, XN, XR, XS.
2. Cataloging activity only may use: XW or X6.
3. ALC or Cataloging activity may use: PP or XA.

Table A2.5. Reply/Status Code X.

Code	Sub-Code	Description
X		**Status Code - Base 86 remains in open status.**
	XA	Clear text message requiring additional information or presenting the current status of the original request.
	XB	ERRC change is in process of coordination.
	XC	Concur with cancellation request. Action has been submitted to the collaborating office for coordination/action.
	XJ	JLC Form 17 initiated to another service.
	XN	The request for AF managed stocklist action has been initiated. Stocklist assignment should be accomplished in 45 days.
	XR	The request to change Logistics Management Data on an Air Force managed item has been initiated and will be accomplished in 60 days.
	XS	SSR submitted to another S/A for support.
	XW	The FSC has been changed to ----.
	X6	The request to change Logistics Management Data on a non-Air Force managed item has been initiated. It should be accomplished in 60 days.

Table A2.6. Reply/Status Codes A, B, AND P.

Code	Sub-Code	Description
A	AA	Rejected suspense. The Request for Cataloging Data/Action the user attempt-
B	BB	Request received, suspended, and in process. ECD is ----.
P	PP	The ECD has been revised to -----. Request is still in process.

Attachment 3

DATA ELEMENTS FOR BASE-INITIATED REQUEST FOR CATALOGING DATA/ACTION

Table A3.1. Data and Codes.

Data Elements/Fields	Reason Codes/Notes							
	1	2	3	4	5	6	8	9
Control Number	1	1	1	1	1	1	1	1
FSC	1	1	1	1	1	1	1	1
NIIN		1	1	1	1	1	13	1
MMAC		7	7	7	7	7	7	7
CAGE Code	2							
Part/Reference Number	1							
Table of Allowance/SERD	7	7				7	7	
ERRC	7							14
Unit of Issue (U/I)	7							
Unit Price	1							
Estimated (Y/N)	8							
Projected 180-Day Quanti-ty	3	3				3		
Quantity on Hand	3	3				3		
Quantity on Order	3	3				3		
Component (Y/N)	5	5				5	5	
Tech Data (M/F/N)	9			9				
Item Name	1							
Requested Action			10	12				
Justification			11	11				
Air Force Used NSN							13	
Published TO (Y/N)								8
Rationale								6
CMD Element in Question					4			

NOTE 1: Mandatory.

NOTE 2:. If CAGE Code is not available, enter ZZZZZ or leave blank and complete option screen (OS)-1 remarks screen for related manufacturers data and characteristics, if available.

NOTE 3: Mandatory. May be zero filled; however, request is more likely to be approved if this information is provided.

NOTE 4: Enter the CMD elements to be reviewed. Leave all other fields blank. Data entered must be the current data received through the stocklist change system. If you are questioning a blank MMAC or Fund Code, enter numeric 9s in the field. Provide justification on OS-3 remarks screen.

NOTE 5: Mandatory. Enter Y (Yes) or N (No). If Yes, information must be entered in TO/Figure/Index field or complete OS-2 remarks screen. If No, usage data must be entered in OS-3 remarks screen.

NOTE 6: SMR Code is mandatory for all Reason Code 9 requests when the item in question is published in a TO and is assigned a SMR Code. This information may be entered in this field, in an OS-3 remarks screen, or in RMKS.

NOTE 7: Enter if applicable.

NOTE 8: Mandatory. Enter Y (Yes) or N (No). For Reason Code 1, indicates whether or not price is estimated. For Reason Code 9, enter TO Number in TO field if Y is entered.

NOTE 9: Mandatory. Enter M (Mailed), F (Faxed), N (No Data). Tech data is not required, but very helpful.

NOTE 10: Mandatory. Specify "Dispose" or "Condemn".

NOTE 11: Mandatory. At least one line of justification must be entered.

NOTE 12: Mandatory. Identify which of the following is being requested for review: Item Name, Type of Item Identification, Part/Reference Number, Technical Revision, or recommended FSC.

NOTE 13: First NIIN should reflect non-Air Force used NSN. Second NSN should reflect NSN originally ordered.

NOTE 14: Mandatory. New ERRC should reflect suggested ERRC; old ERRC should reflect existing ERRC.

Attachment 4

SPECIAL CATALOGING ACTIVITIES

Table A4.1. Cataloging.

Activity Code	SoS	Address	FSG/FSC
SC	FPK	Directorate of Nuclear Weapons Management SA-ALC/NWLL 413 N. Luke Dr, Bldg 1420, Suite 1 Kelly AFB TX 78241-5314	FSG 11 and all FSCs with MMAC CM
SJ*	FPD, F7X	Cryptologic Support Group CPSG/LGLC 230 Hall Blvd, Suite 158 San Antonio TX 78243-7056	FSCs 5810, 5811, and all FSCs with MMACs CA, CE, CI, and CS
SP*	FPH	Directorate of Aerospace Fuels Management SA-ALC/SFSP-1 1014 Billy Mitchell Rd. Suite 1 Kelly AFB TX 78241-5603	FSG 68 & 91 and FSC 8120
SR	F97	Air Force Services Agency AFSVA/SVPCO 10100 Reunion Place, Suite 402 San Antonio TX 78216-4138	FSG 89
ST	F92	Air Force Clothing and Textile Office AFC&TO/HSC/YAGS 2800 South 20th Street Philadelphia PA 19145-5099	FSG 83 & 84 (except 8475) FSCs 9420, 9430, and 7210
TT	F04	Air Force Medical Logistics Office AFMLO/FOC-T 1423 Sultan St Ft Detrick MD 21702-5006	FSG 65

*CASC is responsible for submitting all cataloging and standardization actions.

Attachment 5

PRIORITY STOCKLIST CHANGE FOCAL POINTS/MONITORS/ALTERNATES

Table A5.1. Focal Points.

Locatio-nand Title	Name andOffice Symbol	Address	Phone Num-ber	E-mail and/or Fax num-ber
CASC PSLC Moni-tor	Terry Walker/ LGFB	74 Washington Ave N, Suite 8, Battle Creek MI 49017-3094	DSN: 932-5406 Comm.: 616-961-5406	terry.walker@casc.af.mil DSN: 932-5109/5682 Comm.: 616-961-5109 or 5682
CASC PSLC Alter-nate	Sherri Gay/LGFB	74 Washington Ave N, Suite 8, Battle Creek MI 49017-3094	DSN: 932-5412 Comm.: 616-961-5412	sherri.gay@casc.af.mil DSN: 932-5109/5682 Comm.: 616-961-5109 or 5682
OC-ALC Focal Points	Claudia Lyons/ FMIRS Darrell Moore/ FMIRS Doris McCall/ FMIRS Sue Wallace/ FMIRA Barbara Ellis/ FMIRA Josie Jobe/TILPB Joy Brewer/ TILPE	3001 Staff Dr Suite 1AG714 Tinker AFB OK 53145-3012	DSN: 336-2549 DSN: 336-2549 DSN: 336-2546 DSN: 336-2549 DSN: 336-5182 DSN: 336-7515 DSN: 336-2002	clyons@ocdis01.tink-er.af.mil
OO-ALC Focal Points	Bill Gurnee/ TIE-PP Ron Martin/ TIEPP	6038 Aspen Ave Hill AFB UT 84056-5805	DSN: 777-5066 DSN: 777-4766	DSN: 777-0064 for both.
SA-ALC Focal Points	Sylvia Segovia/ LDIPP Delores Hinojosa/ LDIPP Ted Davis/LDIPP Porter Hughes/ LDIPP Mary Montez/ LDIPP Rosie Garces/ LDIPP	485 Quentin Roosevelt Rd, Suite 7 Kelly AFB TX 78241-6426	DSN: 945-4295 for all.	DSN: 945-0496 for all.

SM-ALC Focal Points	Verle Putnam/ LIIFD Robert Holeman/ LIIAP Rafael Aquino/ LIIAA E. Jodry/LIIAA	5029 Dudley Blvd McClellan AFB CA 95652-1095	DSN: 633-2291 DSN: 633-1133 Ext. 331 DSN: 633-6186 DSN: 633-6959	DSN: 633-1424 for all
WR-ALC Focal Points	Kathy Long/ FMLRB Linda Luper/ TILPB Dennis Chance/ TILPB	420 2nd St, Suite 100 Robins AFB GA 31098-1640	DSN: 468-2833 DSN: 468-3424 DSN: 468-3424	kalong@wrdis01.robins.af.mil
Cryptologic Support Group (CPSG) Focal Point	Pamela Hill/ LGLC	230 Hall Blvd, Ste 158 San Antonio TX 78243-7056	DSN: 969-2651	DSN: 969-3635 Comm: 210-977-3635